

Before scheduling  
your examination,  
be sure you understand  
the contents of this bulletin.  
Please retain and use it as a  
reference when contacting PSI.



California Board of Behavioral Science  
1625 North Market Boulevard, Suite S200  
Sacramento, CA 95834  
[www.bbs.ca.gov](http://www.bbs.ca.gov)

## Licensed Educational Psychologist Written Examination

### CANDIDATE HANDBOOK

FOR EXAMINATIONS MAY 1, 2010 OR LATER



PSI licensure:certification  
3210 E Tropicana  
Las Vegas, NV 89121  
[www.psiexams.com](http://www.psiexams.com)

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## FOR MORE INFORMATION

All questions about examination scheduling should be directed to:

**PSI licensure:certification**  
3210 E Tropicana  
Las Vegas, NV 89121  
(877) 392-6422 • TTY (800) 735-2929  
[www.psiexams.com](http://www.psiexams.com)

Questions about examination content or licensing should be directed to:

**Board of Behavioral Sciences**  
1625 North Market Blvd., Ste. S200  
Sacramento, CA 95834  
(916) 574.7830  
[www.bbs.ca.gov](http://www.bbs.ca.gov)

## SCHEDULING INFORMATION

Date Scheduled: \_\_\_\_\_

Name of Scheduler: \_\_\_\_\_

Date of Exam: \_\_\_\_\_

Time of Exam: \_\_\_\_\_

Test Site Location: \_\_\_\_\_



## PURPOSE

This handbook serves as your notice of eligibility and is designed to provide you with general information regarding the California Licensed Educational Psychologist (LEP) examination processes and content.

## EXAMINATIONS BY PSI

The State has contracted with PSI to conduct its examination program. PSI provides examinations through a network of computer examination centers in California and ten additional nationwide sites.

All questions regarding the scheduling and administration of examinations should be directed to PSI.

### PSI licensure:certification

3210 E Tropicana

Las Vegas, NV 89121

(877) 392-6422 • Fax (702) 932-2666 \*\* TTY (800) 735-2929

[www.psiexams.com](http://www.psiexams.com)

All other questions about examinations should be directed to the BBS.

### Board of Behavioral Sciences

1625 North Market Blvd., Suite S-200,

Sacramento, CA 95834

(916) 574-7830 \*\* FAX (916) 574-8625

[www.bbs.ca.gov](http://www.bbs.ca.gov)

## EXAMINATION SCHEDULING PROCEDURES

Once you have been approved by BBS, you are responsible for contacting PSI to schedule an appointment to take the examination. You may do so via the Internet at [www.psiexams.com](http://www.psiexams.com), or schedule over the telephone at (877) 392-6422.

- **FIRST TIME EXAMINEES:** Examination eligibility expires, and an application is deemed abandoned, if the applicant fails to sit for examination within one year after being notified of eligibility.
- **RE-EXAMINATION APPLICANTS:** Examination eligibility expires and an applicant becomes ineligible to sit for examination when an applicant fails any written examination and does not retake the examination within one year from the date of that failure.

In most California testing centers, testing does not take place on the following major holidays:

Independence Day	Closed July 4, 2018
Labor Day	Closed September 3, 2018
Thanksgiving	Closed November 22-23, 2018
Christmas	Closed December 24-25, 2018
New Years Day	Closed January 1, 2019
Martin Luther King Jr.	Closed January 21, 2019
Memorial Day	Closed May 27, 2019
Independence Day	Closed July 4, 2019

## INTERNET SCHEDULING

You may schedule your test by completing the online Test Registration Form. The Test Registration Form is available at PSI's website, [www.psiexams.com](http://www.psiexams.com). You may schedule for a test via the Internet 24 hours a day.

1. Complete the registration form online and submit your information to PSI via the Internet.
2. Upon completion of the online registration form, you will be given the available dates for scheduling your test.
3. You will need to choose a date to complete your registration.
4. Upon successful registration, you will receive a traceable confirmation number.

## TELEPHONE SCHEDULING

You may call PSI at (877) 392-6422, Monday through Friday between 4:30 am and 7:00 pm, or Saturday-Sunday between 6:00 am and 2:30 pm, Pacific Time, to schedule your appointment for the test. Scheduling services are also available via our Telecommunications Device for the Deaf (TDD) by calling 800.735.2929.

## CANCELING AN EXAMINATION APPOINTMENT

You may cancel and reschedule an examination appointment without forfeiting your fee **if your cancellation notice is received two (2) days prior to the scheduled examination date**. For example, for a 9:00 a.m. Monday appointment, the cancellation notice would need to be received **before 9:00 a.m.** on the previous Saturday. You may call PSI at (877) 392-6422.

**Note:** A voicemail or email message is not an acceptable form of cancellation. Please use the PSI Website or call PSI and speak to a Customer Service Representative.

## MISSED APPOINTMENT OR LATE CANCELLATION

If you miss your appointment, you will not be able to take the examination as scheduled, further you will forfeit your examination fee, if:

- You do not cancel your appointment 2 days before the scheduled examination date;
- You do not appear for your examination appointment;
- You arrive after examination start time;
- You do not present proper identification when you arrive for the examination.

## RE-EXAMINATION

Candidates who fail are eligible to re-take this examination. A Request for Re-examination form will be provided with the score report at the test center, or may be obtained by contacting the BBS.

To apply for re-examination, candidates must complete the form and submit it to the BBS with the correct fee. A notice confirming your eligibility for re-examination will be sent approximately 180 days from the date of the examination. Candidates are permitted to take the examination two times in a 12-month period.

**CANDIDATES MUST PARTICIPATE IN THE EXAMINATION WITHIN ONE YEAR OF FAILING A PREVIOUS EXAMINATION.**



## EXAMINATION SITE CLOSING FOR AN EMERGENCY

In the event that severe weather or another emergency forces the closure of an examination site on a scheduled examination date, your examination will be rescheduled. PSI personnel will attempt to contact you in this situation. However, you may check the status of your examination schedule by calling (877) 392-6422. Every effort will be made to reschedule your examination at a convenient time as soon as possible. You will not be penalized. You will be rescheduled at no additional charge.

## EXAMINATION SITE LOCATIONS

The California examinations are administered at the PSI examination centers in California as listed below:

### **ANAHEIM**

Park Gate Center  
2301 W. LINCOLN AVE, SUITE 252  
ANAHEIM, CA 92801  
(714) 254-1453

*DIRECTIONS FROM LA: TAKE 5 SOUTH EXIT BROOKHURST AND TURN RIGHT. TURN RIGHT ON LINCOLN (PASS A SMALL STREET NAMED MONTEREY), AND GO TO THE FIRST OPEN DRIVEWAY ON THE RIGHT.*

*DIRECTIONS FROM SAN DIEGO, IRVINE, MISSION VIEJO, ETC: TAKE 5N EXIT BROOKHURST AND TURN LEFT. TURN RIGHT ONTO LINCOLN (PASS A SMALL STREET NAMED MONTEREY) AND GO TO THE FIRST OPEN DRIVEWAY ON THE RIGHT.*

*IF BROOKHURST EXIT IS CLOSED: TAKE 5 N EXIT EUCLID AND TURN LEFT. TURN RIGHT ON LINCOLN (PASS BROOKHURST AND SMALL STREET NAMED MONTEREY) AND GO TO THE FIRST OPEN DRIVEWAY ON THE RIGHT.*

*\*\*\*\*KEEP IN MIND THAT THE EUCLID EXIT COMES FIRST AND THEN BROOKHURST.\*\*\*\**

*OR 91 FREEWAY: TAKE 91 W EXIT BROOKHURST AND TURN LEFT. TURN RIGHT ONTO LINCOLN (PASS A SMALL STREET NAMED MONTEREY) AND GO TO THE FIRST OPEN DRIVEWAY ON THE RIGHT.*

### **ATASCADERO**

7305 MORRO RD, SUITE 201A  
ATASCADERO, CA 93422  
(805) 462-8983

*FROM US-101 N, TAKE THE CA-41 EXIT- EXIT 219-TOWARD MORRO RD. TURN LEFT ONTO EL CAMINO REAL. Turn LEFT onto CA-41/MORRO RD.*

*FROM US-101 S, TAKE THE MORRO RD/CA-41 EXIT- EXIT 219, TURN RIGHT ONTO CA-41/MORRO RD.*

### **BURBANK**

2835 N. NAOMI STREET, SUITE 110  
BURBANK CA 91504  
(818) 566-9882

*FROM I-5 SOUTH: TAKE HOLLYWOOD WAY EXIT 149. KEEP LEFT TO TAKE THE RAMP TOWARD WOODBURY UNIVERSITY. TURN LEFT ONTO N. HOLLYWOOD WAY. TURN RIGHT ONTO N. GLENOAKS BLVD. TURN RIGHT ONTO N. NAOMI ST. 2835 N NAOMI ST IS ON THE RIGHT.*

*FROM I-5 NORTH: TAKE BUENA VISTA STREET EXIT 148. TURN LEFT ONTO N. BUENA VISTA. TURN LEFT ONTO N. GLENOAKS BLVD. TURN LEFT ONTO N. NAOMI ST. 2835 N. NAOMI ST IS ON THE RIGHT.*

### **CARSON**

17420 AVALON BLVD, SUITE 205  
CARSON, CA 90746  
(310) 400-7393

*FROM CA-91 E/GARDENA FWY TAKE THE AVALON EXIT. OFF RAMP WILL LEAD YOU ONTO ALBERTONI ST. MAKE A RIGHT ONTO AVALON BLVD AND WE ARE LOCATED ON THE RIGHT HANDSIDE (SAME PARKING LOT AS CARL'S JR).*

*FROM CA-91 W TAKE THE AVALON EXIT. MAKE A LEFT ONTO AVALON BLVD. MAKE A U-TURN ON AVALON BLVD AND ALBERTONI ST. WE ARE LOCATED ON THE RIGHT-HAND SIDE. (SAME PARKING LOT AS CARL'S JR).*

### **EL MONTE - SANTA FE SPRINGS**

10330 PIONEER BOULEVARD, SUITE 285  
SANTA FE SPRINGS, CA 90670  
(562) 325-8113

*FROM THE I-5 NORTH TAKE NORWALK BLVD EXIT #121, TURN RIGHT ONTO NORWALK BLVD. TURN LEFT ONTO IMPERIAL HWY/CA-90. TURN RIGHT ONTO PIONEER BLVD, TESTING CENTER WILL BE ON YOUR RIGHT.*

### **FRESNO**

351 E. BARSTOW, SUITE 101  
FRESNO, CA 93710  
(559) 538-3975

*FROM CA-41 S, TAKE THE BULLARD AVE EXIT. TURN LEFT ONTO E BULLARD AVE. TURN RIGHT ONTO N FRESNO ST. PASS THROUGH THE INTERSECTION OF FRESNO AND BASTOW AVE. TAKE THE FIRST DRIVEWAY ON THE RIGHT-HAND SIDE.*

*FROM CA-41 N, TAKE THE SHAW AVE EXIT TOWARD CLOVIS. TURN RIGHT ONTO E SHAW AVE. TURN LEFT ONTO N FRESNO ST. TURN LEFT INTO THE LAST DRIVEWAY BEFORE BARSTOW AVE. TESTING CENTER IS IN THE OFFICE COMPLEX ON THE SW CORNER OF BARSTOW AND FRESNO ST.*

### **HAYWARD**

24301 SOUTHLAND DRIVE, SUITE B-1  
HAYWARD, CA 94545  
(510) 901-7992

*FROM I-880 N TOWARD OAKLAND, TAKE THE WINTON AVENUE EXIT. MERGE ONTO W WINTON AVE TOWARD HEALD COLLEGE. TURN LEFT ONTO SOUTHLAND DR.*

*FROM I-880 S TOWARD SAN JOSE/SAN MATEO BR, TAKE THE WINTON AVE WEST EXIT TOWARD HEALD COLLEGE. MERGE ONTO W WINTON AVE. TURN LEFT ONTO SOUTHLAND DR.*

### **REDDING**

2861 CHURN CREEK, UNIT C  
REDDING, CA 96002  
(530) 221-0945

*FROM I-5 S, TAKE THE CYPRESS AVENUE EXIT (677). TURN RIGHT ONTO E. CYPRESS AVE. TURN RIGHT ON CHURN CREEK RD.*

*FROM I-5 N TOWARDS SACRAMENTO, TAKE THE CYPRESS AVE EXIT (677). TURN LEFT ONTO E. CYPRESS AVE. TURN RIGHT ONTO CHURN CREEK RD.*

*FROM 299 E TOWARDS REDDING, START GOING WEST ON CA-299. MERGE ONTO I-5 S RAMP ON THE LEFT TOWARDS SACRAMENTO. TAKE THE CYPRESS AVE EXIT (677). TURN LEFT ONTO E. CYPRESS AVE. TURN RIGHT ONTO CHURN CREEK RD.*

*FROM 299 W TOWARDS REDDING. START GOING EAST ON CA-299 TOWARDS WEAVERVILLE/REDDING. FROM 299 EAST TURN RIGHT ONTO CA-273/CA-299 E/MARKET STREET. TURN LEFT ONTO CA-299-E. MERGE ONTO I-5 S VIA EXIT 2A TOWARDS RED BLUFF/SACRAMENTO. TAKE THE CYPRESS AVE EXIT (677). TURN LEFT ONTO E. CYPRESS AVE. TURN RIGHT ONTO CHURN CREEK RD.*

### **RIVERSIDE**

7888 MISSION GROVE PARKWAY S., SUITE 130  
RIVERSIDE, CA 92508  
951-565-8037

*FROM THE CA-91W TOWARD RIVERSIDE/BEACH CITIES, TAKE THE CENTRAL AVENUE EXIT TOWARD MAGNOLIA CENTER. TURN LEFT ONTO CENTRAL AVE. CENTRAL AVE BECOMES ALESSANDRO BLVD. VEER TO THE RIGHT, THEN STAY STRAIGHT TO GO ONTO TRAUTWEIN RD (YOU WILL PASS COMMUNICATIONS CENTER DR). TURN LEFT ONTO MISSION GROVE PKY W.*



FROM THE HIGH DESERT/SAN BERNARDINO AREA 215 S, WHERE THE 60 FWY, 91 FWY AND THE 215 FWY SPLIT, TAKE 215S (SIGNS FOR THE 60 EAST INDIO). TAKE EXIT 27C FOR ALESSANDRO BLVD, TURN RIGHT ONTO E ALESSANDRO BLVD, TURN LEFT ONTO MISSION GROVE PKWY S.

#### SACRAMENTO

8950 CAL CENTER DR, SUITE 158  
SACRAMENTO, CA 95826  
916-476-5926

FROM US-50 E: USE THE RIGHT TWO LANES TO TAKE EXIT 11 FOR WATT AVE. USE THE RIGHT 2 LANES TO TURN RIGHT ONTO WATT AVE. USE THE LEFT LANE TO TURN LEFT AT THE FIRST CROSS STREET ONTO FOLSOM BLVD. USE THE LEFT TWO LANES TO TURN LEFT ONTO MANLOVE RD. TURN LEFT ONTO CAL CENTER DR. BUILDING 8950 WILL BE ON THE LEFT.

FROM US-50 W: USE THE RIGHT TWO LANES TO TAKE EXIT 11 FOR WATT AVE. USE THE LEFT 2 LANES TO TURN LEFT ONTO WATT AVE. USE THE LEFT LANE TO TURN LEFT AT THE FIRST CROSS STREET ONTO FOLSOM BLVD. USE THE LEFT TWO LANES TO TURN LEFT ONTO MANLOVE RD. TURN LEFT ONTO CAL CENTER DR. BUILDING 8950 WILL BE ON THE LEFT.

#### SAN DIEGO

5440 MOREHOUSE DRIVE, SUITE 2300  
SAN DIEGO, CA 92121  
(858) 550-5940

FROM 1-805 S, TAKE THE SORRENTO VALLEY RD/MIRA MESA BLVD EXIT. TURN LEFT ONTO MIRA MESA BLVD, TURN LEFT ONTO SCRANTON ROAD. TURN RIGHT ONTO MOREHOUSE DRIVE.

FROM 1-805 N TOWARD LOS ANGELES, TAKE THE MIRA MESA BLVD/VISTA SORRENTO PKWY EXIT. TURN RIGHT ONTO MIRA MESA BLVD. TURN LEFT ONTO SCRANTON RD. TURN RIGHT ONTO MOREHOUSE DR.

ADDITIONAL PARKING CAN BE FOUND (on top of the AT&T building) BY CONTINUING ON MOREHOUSE PAST OUR BUILDING AND TURNING LEFT AT THE NEXT DRIVEWAY UP THE HILL

#### SAN FRANCISCO

150 EXECUTIVE PARK BLVD., STE 2400  
SAN FRANCISCO, CA 94134  
(415) 844-0008

I-80 W BECOMES US-101 S. TAKE EXIT 429 A TOWARD MONSTER PARK/TUNNEL AVE. TAKE THE RAMP TOWARD 3COM PARK. TURN RIGHT ONTO ALANNA RD. TURN LEFT ONTO EXECUTIVE PARK BLVD.

#### SANTA CLARA

2936 SCOTT BLVD  
SANTA CLARA, CA 95054  
(408) 844-0008

FROM US-101 N, TAKE THE SAN TOMAS EXPWY/MONTAGUE EXPWY EXIT- EXIT 392. TAKE THE SAN TOMAS EXPWY RAMP. MERGE ONTO SAN TOMAS EXPY/CR-G4. TURN LEFT ONTO SCOTT BLVD.

FROM I-880 S TOWARD SAN JOSE, TAKE THE MONTAGUE EXPWY EXIT (7). TAKE THE MONTAGUE EXPWY WEST RAMP. MERGE ONTO MONTAGUE EXPY/CR-G4 E. TURN LEFT ONTO E TRIMBLE RD. E TRIMBLE RD BECOMES DE LA CRUZ BLVD. TURN SLIGHT RIGHT ONTO CENTRAL EXPY/CR-G6 W. TURN SLIGHT RIGHT ONTO SCOTT BLVD.

#### SANTA ROSA

160 WIKIUP DRIVE, SUITE 105  
SANTA ROSA, CA 95403  
(707) 791-3113

FROM US-101 N, TAKE MARK WEST SPRINGS/RIVER ROAD EXIT. TURN RIGHT ON MARK WEST SPRINGS. TURN LEFT AT OLD REDWOOD HIGHWAY. TURN RIGHT ON WIKIUP DRIVE. FIRST DRIVEWAY ON RIGHT.

FROM US-101 S, TAKE MARK WEST SPRINGS/RIVER ROAD EXIT. TURN LEFT ON MARK WEST SPRINGS. TURN LEFT AT OLD REDWOOD HIGHWAY. TURN RIGHT ON WIKIUP DRIVE. FIRST DRIVEWAY ON RIGHT.

#### VENTURA

4245 MARKET ST, SUITE 208  
VENTURA, CA 93003  
(805) 650-5220

FROM US-101N, TAKE THE TELEPHONE ROAD EXIT 65. TURN LEFT ONTO TELEPHONE ROAD. TURN RIGHT ONTO MARKET STREET.

#### VISALIA

3400 W MINERAL KING AVE, SUITE D  
VISALIA, CA 93291  
(559) 627-6700

FROM CA-99N, MERGE ONTO CA-198E VIA EXIT 96 TOWARD VISALIA/SEQUOIA NAT'L PARK. TAKE THE EXIT TOWARD DEMAREE STREET. MERGE ONTO W NOBLE AVENUE. TURN LEFT ONTO S COUNTY CENTER DRIVE. TAKE THE 1<sup>ST</sup> LEFT ONTO W MINERAL KING AVENUE.

#### WALNUT CREEK

175 LENNON LANE, SUITE 203  
WALNUT CREEK, CA 94598  
(925) 906-9165

FROM I-5N, KEEP LEFT TO TAKE I-580W TOWARD TRACY/SAN FRANCISCO. MERGE ONTO I-680N VIA EXIT 44B TOWARD SACRAMENTO/WALNUT CREEK/CONCORD. TAKE THE YGNACIO VALLEY ROAD EXIT AND TURN RIGHT. TURN LEFT ONTO LENNON LANE.

## OUT-OF-STATE EXAMINATION SITE LOCATIONS

The following out-of state sites will also offer this examination.

#### ALBUQUERQUE

2820 BROADBENT PARKWAY  
SUITE E & F  
ALBUQUERQUE, NM 87107

FROM I-40 W TAKE EXIT 159D, FOLLOW FRONTAGE RD. N TO MENAUL BLVD NE, MAKE A LEFT ONTO MENAUL BLVD NE, MAKE A RIGHT ONTO BROADBENT PKWY NE. BUILDING WILL BE ON THE RIGHT.

#### ATLANTA (MARIETTA)

2100 ROSWELL ROAD NE, SUITE 2128  
MARIETTA, CA 30062

FROM I-75 NORTHBOUND, TAKE EXIT #263 - THE 120 LOOP, EAST TOWARD ROSWELL. DRIVE APPROXIMATELY 1.5 MILES (PAST POWERS FERRY AND LOWER ROSWELL ROADS) AND EXIT RIGHT TOWARD ROSWELL. MAKE A RIGHT AT THE LIGHT OFF OF THE EXIT AND ONTO ROSWELL ROAD. PAVILIONS AT EAST LAKE SHOPPING CENTER IS 1/2 MILE ON RIGHT. THE SITE IS LOCATED IN SUITE 2128 IN THE SAME SHOPPING CENTER AS KROGERS.

FROM I-75 SOUTHBOUND, TAKE EXIT#265 - GA 120 LOOP/EAST. TURN LEFT ONTO NORTH MARIETTA PKWY. AFTER 1.4 MILES, TAKE THE RIGHT-SIDE OFF RAMP TO GA-31/ROSWELL/MARIETTA. TURN LEFT ONTO GA-120 EAST/ROSWELL RD. GO .3MILE TO PAVILIONS AT EAST LAKE SHOPPING CENTER. TURN RIGHT INTO SHOPPING CENTER. THE SITE IS LOCATED IN SUITE 2128 IN THE SAME SHOPPING CENTER AS KROGERS.

#### BOSTON (CHARLESTOWN)

WASHINGTON CROSSING  
56 ROLAND ST, SUITE 305  
CHARLESTOWN, MA 02129

FROM THE NORTH: TAKE I-93 SOUTH. EXIT 28 -BOSTON/SULLIVAN SQ./CHARLESTOWN. MERGE INTO MYSTIC AVE. TAKE I-93S RAMP TO BOSTON/SULLIVAN SQ./CHARLESTOWN (TAKE RAMP DO NOT GET ON HIGHWAY). MAKE SLIGHT LEFT TURN ON TO MAFFA WAY. MAKE SLIGHT RIGHT TURN ON TO CAMBRIDGE STREET. AT FIRST TRAFFIC LIGHT, MAKE LEFT ON TO CARTER STREET. TURN RIGHT ON TO ROLAND STREET. END AT 56 ROLAND. ENTER THROUGH NORTH LOBBY. DO NOT PARK IN THE BUILDING'S PARKING LOT.

FROM THE SOUTH: TAKE I-93 NORTH. EXIT 28 - RT 99/SULLIVAN SQ./SOMERVILLE. MAKE LEFT ON TO CAMBRIDGE ST. AT FIRST TRAFFIC



LIGHT, MAKE LEFT ON TO CARTER STREET. TURN RIGHT ON TO ROLAND STREET. END AT 56 ROLAND STREET (BUILDING ON LEFT, PARKING LOT ON RIGHT). ENTER THROUGH NORTH LOBBY. DO NOT PARK IN THE BUILDING'S PARKING LOT.

#### **CHARLOTTE**

TYVOLA EXECUTIVE PARK 1  
5701 WESTPARK DR, #202  
CHARLOTTE, NC 28217

FROM I-77S TOWARDS COLUMBIA, EXIT TYVOLA ROAD (EXIT #5). TURN LEFT AT TYVOLA ROAD. MAKE A RIGHT AT WESTPARK DR.

FROM I-77N, EXIT TYVOLA ROAD (EXIT #5). BEAR RIGHT AT TYVOLA ROAD. TURN RIGHT AT WESTPARK DR.

#### **CHERRY HILL**

950 N. KINGS HWY, SUITE 301  
CHERRY HILL, NJ 08034

FROM THE NEW JERSEY TPKE S, TAKE EXIT #4/PHILADELPHIA/CAMDEN ONTO RT-73 N TOWARD CAMDEN/PHILADELPHIA. TAKE RAMP ONTO I-295 S TOWARD DEL MEM BR. TAKE EXIT #34B/CHERRY HILL/CAMDEN ONTO MARLTON PIKE (RT-70 W). TURN RIGHT ON KINGS HWY N (RT-41). NOTE BUILDING 950 IS BEHIND BUILDINGS #900 AND #1030.

#### **CHICAGO**

332 S. MICHIGAN AVENUE  
SUITE 410  
CHICAGO, IL 60604

TAKE US-41S WHICH BECOMES I-94E. TAKE THE W JACKSON BLVD EXIT (51F). TURN LEFT ON W JACKSON BLVD. TURN RIGHT ON S MICHIGAN AVE.

#### **CRANBERRY TOWNSHIP**

CRANBERRY CORPORATE BUSINESS CENTER  
213 EXECUTIVE DR., SUITE 150  
CRANBERRY TOWNSHIP, PA 16066

FROM I-79 EXIT CRANBERRY-MARS ROUTE 228, GO WEST. CROSS OVER ROUTE 19 ONTO FREEDOM ROAD. GO THREE TRAFFIC LIGHTS THEN TURN RIGHT ONTO EXECUTIVE DRIVE. BUILDING IS DIRECTLY ACROSS FROM HAMPTON INN.

#### **DALLAS**

1701 N COLLINS BLVD, SUITE 130  
RICHARDSON, TX 75080

FROM US-75 NORTH TAKE EXIT 26 ONTO N. CENTRAL EXPRESSWAY TOWARD COLLINS BLVD./CAMPBELL RD. TURN LEFT ONTO CAMPBELL RD. TURN LEFT ON COLLINS BLVD. BUILDING IS ON RIGHT.

#### **HOUSTON (NORTHWEST)**

9800 NORTHWEST FREEWAY  
SUITE 200  
HOUSTON, TX 77092

FROM HWY 290 DRIVING SOUTHEAST, MERGE ONTO LOOP 610 NORTH. EXIT AT T.C. JESTER AND THEN U-TURN UNDER LOOP 610. STAY ON THE FEEDER ROAD, SHERATON HOTEL IS ON THE RIGHT AS THE ROAD CURVES RIGHT. TURN INTO THE PARKING LOT IMMEDIATELY AFTER THE SHERATON HOTEL AND BEFORE THE OFFICE BUILDING. CENTER IS ON THE 2ND FLOOR.

#### **LAS VEGAS**

3210 E TROPICANA AVENUE  
LAS VEGAS, NEVADA 89121

FROM I-15 - EXIT EAST ON TROPICANA, TRAVEL APPROXIMATELY 4 MILES, TURN LEFT ON MOJAVE, TURN RIGHT INTO THE PARKING LOT. FROM I-95 - EXIT WEST ON TROPICANA, TRAVEL APPROXIMATELY 1 MILE, TURN RIGHT ON MOJAVE, TURN RIGHT INTO THE PARKING LOT.

#### **MILFORD**

500 BIC DRIVE  
SUITE 101  
MILFORD, CT 06461

FROM HIGHWAY I-95 EXIT 35. GO TOWARD BIC DRIVE. GO .5 MILES TO 500 BIC DRIVE WHICH IS AT GATE 1 OF THE FORMER BIC COMPLEX. GO TO THE REAR OF THE LOT AND PARK. WALK DOWN THE HILL IN FRONT OF THE BUILDING AND ENTER THE FRONT DOOR. SIGNS WILL DIRECT YOU TO SUITE 101 (PSI).

#### **NASHVILLE**

THE OAKS  
1100 KERMIT DRIVE, SUITE 103  
NASHVILLE, TN 37217

FROM I-40 EAST, TAKE EXIT ONTO I-24 (EXIT 213-A). TAKE MURFREESBORO ROAD AT THE FIRST EXIT (EXIT 52). STAY IN THE RIGHT LANE ON THE RAMP, AS THE EXIT APPEARS WHILE YOU ARE STILL IN THE CURVE. ON MURFREESBORO, STAY IN THE LEFT LANE. TURN LEFT ONTO KERMIT DRIVE WHEN THERE IS A MCDONALD'S ON YOUR RIGHT. PSI IS IN THE FIRST BUILDING ON YOUR LEFT.

FROM I-40 WEST, TAKE EXIT ONTO BRILEY PARKWAY, TURN LEFT ONTO BRILEY. EXIT ONTO MURFREESBORO RD. STAY IN THE RIGHT LANE. TURN RIGHT ONTO KERMIT DRIVE. PSI IS IN THE FIRST BUILDING ON YOUR LEFT.

#### **NORTH OREM (PROVO)**

581 WEST 1600 NORTH, SUITE C  
NORTH OREM, UT 84057

FROM US-89, TURN RIGHT ONTO W CENTER ST/UT-114. MERGE ONTO I-15 N VIA THE RAMP ON THE LEFT TOWARD SALT LAKE. TAKE THE 1600 NORTH EXIT 273. TURN EAST ONTO WEST 1600 NORTH. GO ONE MILE EAST.

#### **NORTH SALT LAKE CITY**

25 NORTH 400 WEST, SUITE 7  
NORTH SALT LAKE CITY, UT 84054

(THE CITY OF NORTH SALT LAKE NOT SALT LAKE CITY PROPER. THE PSI TEST SITE IS IN DAVIS COUNTY JUST NORTH OF THE FLYING J REFINERY.)

FROM SALT LAKE CITY AND THE SOUTH.

MERGE ON TO I-15N. TAKE EXIT 312 AND MERGE ON TO US89 NORTH FOR ABOUT 1.8 MILES. TURN LEFT ONTO E CENTER ST AND GO WEST FOR ABOUT .6 MILES. TURN RIGHT ON TO 400 W.

FROM THE NORTH

MERGE ONTO I-15 S SALT LAKE. TAKE THE CENTER ST., EXIT 314. TURN RIGHT ONTO W CENTER ST. TURN RIGHT ONTO 400 W.

FROM I-80 EAST MERGE TO I-215 NORTH. TAKE THE REDWOOD RD/UT-68 EXIT 28 AND TURN RIGHT ONTO CENTER STREET.

#### **PHOENIX**

5727 N 7<sup>TH</sup> ST.  
SUITE 301

PHOENIX, AZ 85014

FROM I-17 SOUTH EXIT TO BETHANY HOME ROAD. GO LEFT (EAST) ON BETHANY HOME. TURN RIGHT (SOUTH) ON 7TH STREET. THE PSI SITE IS ON THE EAST SIDE OF THE STREET JUST BEFORE MISSOURI. IT IS A 4 STORY GLASS BUILDING.

#### **QUEENS**

THE SHOPS AT ATLAS PARK  
71-19 80TH STREET, SUITE 8307  
GLENDALE (QUEENS), NY 11385

FROM I-678 S, TAKE THE J ROBINSON PKWY EXIT- EXIT 7. TAKE THE FOREST PARK DR EXIT- EXIT 4- TOWARD MYRTLE AVE / WOODHAVEN BLVD. TAKE THE RAMP TOWARD MYRTLE AVE / WOODHAVEN BLVD. TURN SLIGHT RIGHT ONTO FOREST PARK DR. TURN RIGHT ONTO MYRTLE AVE. TURN LEFT ONTO 80TH ST. GO TO 2ND LIGHT PAST MYRTLE AVE OVER SMALL OVERPASS MAKE A RIGHT INTO ATLAS PARK. MAKE A RIGHT AT STOP SIGN TO GET INTO PARKING LOT. ONCE PARKED, GO TO TOP FLOOR OF PARKING LOT, TURN RIGHT AND WALK UNTIL YOU SEE "MARKET PLAZA". TAKE ELEVATOR TO THE 3RD FLOOR. OFFICES ARE LOCATED IN THE RED BRICK BUILDING.

#### **RICHMOND**

MOOREFIELD VI BUILDING  
620 MOOREFIELD PARK DRIVE, SUITE 205  
RICHMOND, VA 23236

FROM I-64E, TAKE THE PARHAM RD EXIT AND TURN RIGHT. N PARHAM RD/VA-73 S BECOMES VA-150 S/CHIPPENHAM PKWY. MERGE ONTO VA-76 S/POWHITE PKWY. MERGE ONTO MIDLOTHIAN TURNPIKE WEST. TURN LEFT ON MOOREFIELD PARK DR.



#### **SOUTHFIELD (DETROIT AREA)**

2640 LAHSER ROAD, SUITE 150  
SOUTHFIELD, MI 48033

FROM I-96 E MERGE ONTO I-696 E. THEN MERGE ONTO MI-10 S. TAKE THE LAHSER ROAD EXIT. KEEP LEFT AT THE FORK IN THE RAMP. TURN LEFT ONTO NORTHWESTERN HWY. TURN RIGHT ONTO LAHSER ROAD. YOU MAY ACCESS THE BUILDING FROM THE BACK USING THE NW DOOR.

#### **WEST DES MOINES**

1001 OFFICE PARK ROAD, SUITE 315  
WEST DES MOINES, IA 50265

FROM I-235, EXIT 8TH ST/73<sup>RD</sup> ST AND PROCEED SOUTH. TURN RIGHT ON OFFICE PARK ROAD. TURN RIGHT INTO THE DRIVEWAY.

#### **WEST HARTFORD**

1245 FARMINGTON AVENUE, SUITE 203  
WEST HARTFORD CT.

FROM I-84 WEST, TAKE EXIT 40 TOWARD CT-71/NEW BRITAIN AVE/CORBINS CORNER. TURN RIGHT ONTO RIDGEWOOD RD. TURN LEFT ONTO WOOD PONT RD. TURN LEFT ONTO TUNXIS RD. TURN RIGHT ONTO BROOKMOOR RD. TURN RIGHT ONTO BUENA VISTA RD. TURN LEFT ONTO EVERETT AVE. TURN RIGHT ONTO FARMINGTON AVE. DESTINATION IS ON THE RIGHT.

#### **WILSONVILLE**

25195 SW PARKWAY AVENUE, SUITE 105  
WILSONVILLE, OR 97070

GOING SOUTH: OFF I5, TAKE EXIT 286 (ELLINGENS/BOONES FERRY RD). TURN LEFT AND CROSS BACK OVER THE FREEWAY. TURN LEFT AT 2ND SIGNAL LIGHT (PARKWAY AVE.) TURN INTO PARKWAY PLAZA PARKING LOT (ACROSS THE STREET FROM SHRINER'S). WE ARE LOCATED IN THE MAIN ENTRANCE FIRST DOOR ON THE RIGHT.

#### **WOODBURY**

6053 HUDSON RD, SUITE 210  
WOODBURY, MN 55125

FROM I-94 GO SOUTH ON CENTURY TO THE FIRST LEFT (WHICH IS THE FRONTAGE ROAD ENTRANCE TO THE COUNTRY INN). ENTER THE OFFICE COMPLEX THROUGH THE SINCLAIR GAS STATION AND ALONG BACK OF THE INN. 6053 IS THE BUILDING DIRECTLY AHEAD. THE ENTRANCE ON THAT (WEST) SIDE IS ACTUALLY ON THE 2ND FLOOR. SUITE 210 IS DOWN THE CORRIDOR TO THE RIGHT. PLEASE USE THE WEST ENTRANCE ON SATURDAYS.

## **SPECIAL ACCOMMODATIONS AVAILABLE**

All examination sites are physically accessible to individuals with disabilities. Scheduling services are also available via our Telecommunications Device for the Deaf (TDD) by calling 800.735.2929.

The Board and PSI recognize their responsibilities under the Federal Americans with Disabilities Act and the California Fair Employment and Housing Act by providing testing accommodations or auxiliary aids or services for candidates who substantiate the need due to a physical or mental disability or qualified medical condition.

Accommodations will not be provided at the examination site unless prior approval by the BBS has been granted. Reasonable, appropriate, and effective accommodations may be requested by submitting a "Request for Accommodation" package. This package is available by contacting the Board or online at [www.bbs.ca.gov/bbsforms.htm](http://www.bbs.ca.gov/bbsforms.htm).

Requests for accommodation must be received a minimum of 90 days prior to the desired test date to allow for processing. Accommodations that fundamentally alter the measurement of

the skills or knowledge the examinations are intended to test will not be granted.

Do not call PSI to schedule your examination until you have received written notification from the BBS regarding your request for accommodations.

## **REPORTING TO THE EXAMINATION SITE**

On the day of the examination, you must arrive at least 30 minutes prior to your scheduled appointment time. This allows time for check-in and identification verification and provides time to familiarize yourself with the examination process. If you arrive late, you may not be admitted to the examination site and you may forfeit your examination registration fee. Even though candidates will be thumb printed, you are still required to comply with any identification requirements established by the appropriate regulatory entity.

### REQUIRED IDENTIFICATION AT EXAMINATION SITE

You must provide one of the following valid forms of government-issued identification before you may examine:

- A photographic Driver's License (any state)
- State identification card (any state)
- U.S. military identification
- Valid passport - any country (valid foreign passport with valid record of arrival/departure - Form I-94 or processed for I-551 stamped in a valid foreign passport)
- U.S. Government-issued passport card.

*All photographs must be recognizable as the person to whom the identification card was issued. The name on the application must match the photographic I.D. card. If you have recently changed your name with the BBS, you may want to contact PSI to verify that they have the correct same name on file.*

If you cannot provide the required identification, you must call (877) 392-6422 at least 3 weeks prior to your scheduled appointment to arrange a way to meet this security requirement. *Failure to provide all of the required identification at the time of the examination without notifying PSI is considered a missed appointment, and you will not be able to take the examination.*

### CALIFORNIA LAW SECURITY PROCEDURES

Section 123 of the California Business and Professions Code states: It is a misdemeanor for any person to engage in any conduct which subverts or attempts to subvert any licensing examination or the administration of an examination, including, but not limited to:

- Conduct which violates the security of the examination materials;
- Removing from the examination room any examination materials without authorization;
- The unauthorized reproduction by any means of any portion of the actual licensing examination;
- Aiding by any means the unauthorized reproduction of any portion of the licensing examination;



- Paying or using professional or paid examination-takers for the purpose of reconstructing any portion of the licensing examination;
- Obtaining examination questions or other examination material, except by specific authorization either before, during, or after an examination; or
- Selling, distributing, buying, receiving, or having unauthorized possession of any portion of a future, current, or previously administered licensing examination.
- Communicating with any other examinee during the administration of a licensing examination.
- Copying answers from another examinee or permitting one's answers to be copied by another examinee.
- Having in one's possession during the administration of the licensing examination any books, equipment, notes, written or printed materials, or data of any kind, other than the examination materials distributed, or otherwise authorized to be in one's possession during the examination.
- Impersonating any examinee or having an impersonator take the licensing examination on one's behalf.

Nothing in this section shall preclude prosecution under authority provided for in any other provision of law. In addition to any other penalties, a person found guilty of violating this section, shall be liable for the actual damages sustained by the agency administering the examination not to exceed ten thousand dollars (\$10,000) and the costs of litigation.

### IMPORTANT INFORMATION ABOUT TAKING AN EXAMINATION

1. All candidates will have their thumbprint taken during examination check-in. The thumb print must be matched after candidates return from a restroom break and any time the candidate leaves and returns to the test site after check-in.
2. The temperature in the testing room is maintained at a moderate level. Candidates are advised to layer clothing. Acceptable layered clothing includes lightweight shirts, sweaters, and pullovers without pockets or hoods. These items must be worn upon check-in, while you wait to enter the testing room, and during your initial seating for the examination. If the layered item is removed during the examination, you will be required to store it in the lobby while time continues to count down on your examination. Outerwear (coats, heavy jackets, vests, shawls, scarves, etc.) is not allowed in the testing rooms.
3. There are timing mechanisms available in the testing room and on the computer console to help candidates keep track of time during the test administration. Candidates are not permitted to bring watches or other timekeeping devices into the testing rooms.
4. Only one candidate will be allowed to take a restroom break at a time. Candidates are required to sign out when leaving and returning to the testing room. If a candidate's restroom break takes longer than 5 (five) minutes, a proctor will check on the candidate and will notify the applicable regulatory entity of the occurrence. The regulatory entity will investigate and take appropriate action.

5. The following is a non-exhaustive list of personal items that are not permitted in the testing rooms:

Purses	Briefcases/daypacks/luggage
Cellular phones	Pagers
Drinks (including water)	Food/candy/snacks/gum
Good luck items	Luggage
Calculators	Reading materials
Textbooks	Notes
Any recording device	Smart devices
Electronic devices	Headphones or earphones/earbuds
Personal pens or pencils	Therapeutic items
Cameras	Over-the-counter medication
Weapons	Fashion scarves
Hats/baseball caps/visors*	Sunglasses**
Bulky, large or noisy jewelry***	Prescription drugs****

*\*Headwear worn for religious purposes is subject to inspection.*

*\*\*Prescription and non-prescription eyeglasses may not be worn for the photo. Eyeglasses subject to inspection.*

*\*\*\*Jewelry that is allowed into the examination room is subject to inspection.*

*\*\*\*\*Drugs that are medically necessary during the pendency of the examination may be brought into the examination site, in a container bearing a proper prescription label with the name of the candidate and of the drug; any such medication is subject to examination by a proctor upon check-in.*

Examination proctors will have considerable discretion to refuse permission of clothing and/or items that compromise the integrity or security of the examination.

During the check-in process, all candidates will be asked if they possess any of the prohibited items and all candidates will be asked to empty their pockets. If prohibited items are found during check-in, candidates must return these items to their vehicle or other place of safekeeping. Neither PSI nor the Department of Consumer Affairs will be responsible for the items. Any candidate possessing prohibited items in the testing room will have his or her examination results invalidated, and PSI will notify the appropriate regulatory entity of the occurrence.

6. Shoes must be worn at all times and feet are not permitted on the chairs. Feet must remain on the floor during examinations.
7. Copying any portion of the examination content by any means, or communicating examination content for the purpose of aiding its unauthorized reproduction, whether before, during, or after the examination, is a violation of PSI security policy and existing law. Either one may result in the disqualification or invalidation of examination results, the denial of your license, and may result in criminal prosecution.
8. If a candidate is asked by a proctor to step into the lobby during your examination, the proctor will suspend the candidate's examination, so all remaining test time will be retained.



Only candidates, and those individuals with prior regulatory entity approval, are allowed to be present in the testing sites.

If candidates require that an exception be made to ANY of the abovementioned security procedures, candidates must contact their regulatory entity PRIOR to the date of their examination. The regulatory entity must provide the exception to PSI. NO EXCEPTIONS WILL BE MADE ON THE DAY OF THE EXAMINATION.

## TAKING THE EXAMINATION BY COMPUTER

The examination will be administered via computer. You will be using a mouse and computer keyboard.

### IDENTIFICATION SCREEN

You will be directed to a semiprivate testing station to take the examination. When you are seated at the testing station, you will be prompted to confirm your name, identification number, and the examination for which you are registered.

### TUTORIAL

Before you start your examination, an introductory tutorial is provided on the computer screen. The time you spend on this tutorial, up to 15 minutes, DOES NOT count as part of your examination time. Sample questions are included following the tutorial so that you may practice answering questions, and reviewing your answers.

### TEST QUESTION SCREEN

The “function bar” at the top of the test question screen provides mouse-click access to the features available while taking the examination.

The screenshot shows a web-based examination interface. At the top, there is a navigation bar with icons for Mark, Comments, Goto, Help, and End. Below this, a status bar displays: Question: 3 of 40, Answered: 2, Unanswered: 1, Marked: 0, View: All, Time Left(Min): 359. The main question area contains the text: "3. What do the stars on the United States of America's flag represent?". Below the question, it says "(Choose from the following options)". There are four radio button options: "1. Presidents", "2. Colonies", "3. States", and "4. Wars". At the bottom of the question area, there are two buttons: "<< Back" and "Next >>".

One question appears on the screen at a time. During the examination, minutes remaining will be displayed at the top of the screen and updated as you record your answers.

## EXAMINATION RESULTS

At the end of your test, a pass or fail result will be shown on the screen and you will receive a printed score report. Numerical (raw) scores are provided to candidates who fail, but are not provided to candidates who pass. Your test results are confidential and are released only to you and your state

licensing agency. To protect your privacy and to maintain the confidentiality of test results, score information is not given over the telephone.

### FAILING SCORE REPORTS

The score report will indicate the candidate’s overall score and grade, including the number of items answered correctly. It also reveals how the candidate performed on each major section of the test as defined by the LEP Examination Plan. The number correct in each content area is displayed. The primary purpose in providing a subscore for each part of the examination is to guide candidates in areas requiring additional preparation for re-testing.

## ABANDONMENT OF APPLICATION/INELIGIBILITY

**FIRST TIME EXAMINEES:** In accordance with Title 16, California Code of Regulations Section 1806(c), An application shall be deemed abandoned if the applicant fails to sit for examination within one year after being notified of eligibility. To re-open an abandoned application the candidate must submit a new application, fee and all required documentation, as well as meet all current requirements in effect at the time the new application is submitted if that candidate wishes to pursue licensure.

**RE-EXAMINATION APPLICANTS:** Business and Professions Code Section 4989.22(b) states, “... An applicant who fails the written examination may, within one year from the notification date of failure, retake that examination as regularly scheduled without further application. Thereafter, the applicant shall not be eligible for further examination until he or she files a new application, meets all current requirements, and pays all fees required.”

Persons failing to appear for re-examination, once having been scheduled, shall forfeit any re-examination fees paid.

## AFTER PASSING THE EXAMINATION

Candidates are eligible to apply for licensure after passing the examination.

To apply, candidates must submit a Request for LEP Initial License Issuance form and the required fee to the BBS. Forms are provided with candidate result notices, or may be obtained by contacting the BBS. A Request for LEP Initial License Issuance form will be mailed to candidates with delayed score reports.

When your license number is issued it will be available on the BBS’s Web site at [www.bbs.ca.gov](http://www.bbs.ca.gov). Your license certificate will be mailed within 30 working days of issuance.

## AMOUNT OF INITIAL LICENSE FEE

The amount of the initial LEP license fee will be prorated and established according to the month of issuance (month fee received by BBS) and expiration date of the license (candidate's birth month). Refer to the Fee Chart provided on the back of the Request for LEP Initial License Issuance form to determine the amount required to be submitted.

**Example 1:** If your birth month is *March* and the Board receives your Request for LEP Initial License Issuance in *April*, the fee required to be submitted with your request would be **\$80.00**. Your license would be valid for approximately 24 months.

**Example 2:** If your birth month is *April* and the Board receives your Request for Initial LEP License Issuance in *April*, the fee required to be submitted with your request would be **\$43.00**. Your license would be valid for approximately 13 months.

In accordance with Title 16, California Code of Regulations section 1806(f), An application shall be deemed abandoned if the applicant fails to pay the initial license fee within one (1) year after notification by the board of successful completion of examination requirements. An application submitted subsequent to the abandonment of a prior application shall be treated as a new application.

## STUDY MATERIAL AND COURSES

The LEP Examination Plan contained in this handbook is the official standard for the material that will be covered in the examination. It is important for candidates to study the *Examination Items* section of this handbook and the examination plan. Should the examination plan or format change, ample notice will be provided, and updates will be posted on the Board's Web site at [www.bbs.ca.gov](http://www.bbs.ca.gov).

Candidates are encouraged to trust in and use their education, experience and judgment as a basis for responding to the examination items. Examination preparation courses are not necessary for success in the examination and are not a substitute for education and experience. However, they may be useful for overcoming test anxiety or becoming familiar with the format of an examination.

Should you decide to use examination preparation course materials or workshops, we strongly encourage you to become an informed consumer prior to purchase and to consider the impact that incorrect information could have upon your examination performance.

The Board does not supply examination preparation providers with confidential examination material. Additionally, it is unlawful for candidates to provide information regarding examination content to anyone.

## OBJECTIVE OF THE BOARD OF BEHAVIORAL SCIENCES (BBS)

State licensing boards are mandated to protect the public by developing licensing examinations that determine minimum

competency for licensure. Licensure is mandated for those who provide independent professional services to the consumer.

In accordance with Business and Professions Code section 4989.20, each applicant for the LEP license who meets the educational and experience requirements must successfully complete the written examination in California prior to the issuance of a license.

Examinations administered by the BBS test candidates with regard to their knowledge and professional skills, as well as their ability to make judgments about appropriate techniques and methods, as applicable to the LEP scope of practice. This scope of practice is defined in Business and Professions Code section 4989.14 which states, "The practice of educational psychology is the performance of any of the following professional functions pertaining to academic learning processes or the educational system or both: (a) Educational evaluation. (b) Diagnosis of psychological disorders related to academic learning process. (c) Administration of diagnostic tests related to academic learning processes including tests of academic ability, learning patterns, achievement, motivation, and personality factors. (d) Interpretation of diagnostic tests related to academic learning processes including tests of academic ability, learning patterns, achievement, motivation, and personality factors. (e) Providing psychological counseling for individuals, groups, and families. (f) Consultation with other educators and parents on issues of social development and behavioral and academic difficulties. (g) Conducting psychoeducational assessments for the purposes of identifying special needs. (h) Developing treatment programs and strategies to address problems of adjustment. (i) Coordinating intervention strategies for management of individual crises."

## LEP EXAMINATION PLAN

The development of an examination program begins with an occupational analysis, most recently completed for LEPs in 2009. An occupational analysis is a method for identifying the tasks performed in a profession or on a job and the knowledge, skills, and abilities required to perform that job.

The results of an occupational analysis form the basis of a licensing examination, demonstrating that an examination is job-related. The Department of Consumer Affairs' Examination Validation Policy requires an occupational analysis be performed every three to seven years. The 2009 LEP occupational analysis began with interviews of licensees to gather information about the tasks performed in practice and the knowledge required to perform those tasks. That information was reviewed and refined during workshops with licensees, then incorporated into a questionnaire. The questionnaire asked licensees to rate the importance of (for example) each task and knowledge area associated with their own practice.

The questionnaires were mailed to 1800 California-licensed LEPs. Several panels of LEPs reviewed the results of the questionnaire. The panels then established the content of the new examination plan based on the task statements and knowledge areas determined critical to practice, forming a valid LEP examination plan.



The LEP written examination plan consists of the five content areas. In each content area, the examination plan describes examination content in terms of the task statements and knowledge areas resulting from the occupational analysis. It is **important that candidates prepare for the examination by studying the examination plan.**

## EXAMINATION DEVELOPMENT

The LEP examination is developed and maintained by the Office of Examination Resources (OER), a division of the Department of Consumer Affairs. The OER staff consists of test validation and development specialists who are trained to develop and analyze occupational licensing examinations. California-licensed LEPs who participate in examination development and review workshops are referred to as “Subject Matter Experts” (SMEs). SMEs write and review multiple-choice items for the examination. SMEs are trained on established examination development processes and measurement methodologies by the OER. The cooperative efforts among these members of the LEP profession, the OER and the BBS are necessary to achieve both the measurement and content standards for examination construction.

## ESTABLISHING THE PASSING STANDARDS

The LEP written examination measures knowledge and skills required for LEP practice, and represent a standard of performance that LEP SMEs agree is the minimum acceptable level for licensing in the profession.

To establish pass/fail standards for each version of the examination, a criterion-referenced passing score methodology is used. The intent of this methodology is to differentiate between a qualified and unqualified licensure candidate. The passing score is based on a minimum competence criterion that is defined in terms of the actual behaviors that qualified LEPs would perform if they possessed the knowledge necessary to perform job activities.

During a criterion-referenced passing score procedure, a panel of LEP SMEs also consider other factors that would contribute to minimum competence such as prerequisite qualifications (e.g., education, training and experience); the difficulty of the issues addressed in each multiple choice item; and public health and safety issues. By adopting a criterion-referenced passing score, the Board applies the same minimum competence standards to all licensure candidates. Because each version of the examination varies in difficulty, an important advantage of this methodology is that the passing score can be modified to reflect subtle differences in difficulty from one examination to another, providing safeguards to both the candidate and the consumer.

## EXAMINATION ITEMS

The LEP examination contains no fewer than 100 multiple-choice items. The examination may contain additional items for the purpose of pre-testing (up to 25 non-scoreable items).

Pre-testing allows performance data to be gathered and evaluated before items become scoreable in an examination. These pre-test (“experimental”) items, distributed throughout the examination, WILL NOT be counted for or against you in your score, and will not be identified to you. You will have 2 ½ hours to complete this examination.

All of the scoreable items in the examination have been written and reviewed by LEPs, are based on the job-related task and knowledge statements contained in the examination plan, are written at a level that requires candidates to apply integrated education and experience, are supported by reference textbooks, and have been pre-tested to ensure statistical performance standards are met.

There is only one correct answer for each item. The ‘incorrect’ answers are typically common errors and misconceptions, true but not relevant statements, or incorrect statements. There are no ‘trick’ questions in the examination.

### EXAMPLE EXAMINATION ITEMS

To follow are examples of the format and structure of items you may encounter during the examination. Each multiple-choice item requires the candidate to select the correct answer from among the four options provided.

1. What test should be used to obtain a standard score of the intellectual functioning of an 8-year-old who is unable to talk and has limited hand movements?
  - A. Raven’s Progressive Matrices
  - B. Leiter International Performance Scale
  - C. Kaufman Assessment Battery for Children
  - D. McCarthy Scales of Children’s Abilities
2. Why should parents be given detailed feedback following the completion of a psychological assessment of their child?
  - A. To provide the rationale for a special education placement decision.
  - B. To encourage parents to take a more active role in their child’s education in the future.
  - C. To explain how social and emotional functioning is related to academic achievement.
  - D. To maximize intervention success through increasing participation with recommendations.
3. A right-handed 14-year-old student with a seizure disorder and no other health problems recently had a neuropsychological evaluation. The student’s school asked an LEP to review the evaluation report and help them utilize the information. The report indicates impaired right-hand performance. An IQ test was not administered; however, all other evaluation results were within normal limits. What academic implications are inferred by these results?
  - A. The student has impaired language functioning and will primarily require extensive academic assistance with reading, spelling, writing, and note-taking.
  - B. The student has impaired visual-spatial functioning and will primarily require extensive academic assistance with reading, spelling, writing, and note-taking.
  - C. The student has impaired language functioning, and will primarily require extensive academic

assistance with math, nonverbal communication, science, and note-taking.

- D. The student has impaired visual-spatial functioning and will primarily require extensive academic assistance with math, nonverbal communication, science, and note-taking.

4. Which of the following treatments are recommended for managing Attention-Deficit/Hyperactivity Disorder?
  - A. EEG biofeedback, sensory integration training, and parent counseling
  - B. EEG biofeedback, sensory integration training, and removal of sugar and food additives
  - C. Behavior management methods, stimulant medication, and parent counseling
  - D. Behavior management methods, stimulant medication, and removal of sugar and food additives

Correct Answers: 1-A, 2-D, 3-A, 4-C

## LICENSED EDUCATIONAL PSYCHOLOGIST

### Written Examination Outline

<b>I. ASSESSMENT</b>	<b>32%</b>
A. INTAKE	
B. ASSESSMENT PLAN DEVELOPMENT	
C. ASSESSMENT PROCESS	
D. INTERPRETATION AND DIAGNOSIS	
<b>II. COMMUNICATION OF RESULTS</b>	<b>14%</b>
A. PRESENTING RESULTS	
B. RECOMMENDATIONS AND IMPLICATIONS	
<b>III. INTERVENTION</b>	<b>15%</b>
A. STRATEGY DEVELOPMENT	
B. TEACHING	
C. DIRECT SERVICE	
D. MONITORING AND EVALUATION	
<b>IV. CONSULTATION</b>	<b>11%</b>
A. COLLABORATION	
B. OUTREACH	
C. RESOURCES	
D. TRANSITION PLANNING	
<b>V. LAW</b>	<b>14%</b>
A. OFFICE POLICIES AND STANDARDS	
B. LEGAL MANDATES	
<b>VI. ETHICS</b>	<b>14%</b>
A. CONFIDENTIALITY	
B. BOUNDARIES	
C. DISCLOSURES	

## LEP WRITTEN EXAMINATION PLAN

The following pages contain detailed information regarding examination content. A definition of each content area and the associated task and knowledge statements are provided. It is important for candidates to use this section as a study guide, because each item in the examination is linked to this content. To help ensure success on the examination, candidates are also encouraged to use this section as a checklist by considering their own strengths and weaknesses in each area.

**I. Assessment (32%)** - This area assesses the candidate's ability to evaluate clients' cognition, processing, academic achievement, personality, behavior, and social-emotional status to determine level of educational functioning through standardized test administration as well as other formal and informal assessment procedures.

Subarea	Job Task	Associated Knowledges
A. Intake (6%)	Assess history by reviewing client's records (e.g. medical, school, developmental, psychological) to assist in the development of a service delivery plan.	K14. Knowledge of developmental milestones of normal cognitive development. K25. Knowledge of medical conditions that affect learning and behavior. K33. Knowledge of developmental ranges of the life span. K45. Knowledge of the effect of genetically-based developmental disorders.
	Conduct intake interviews with client, parents, and others to identify concerns related to educational needs and diagnosis(es).	K20. Knowledge of techniques used to elicit information regarding client's history. K31. Knowledge of the effect of family dynamics on client learning and behavior. K34. Knowledge of techniques used to elicit mental health information from client. K53. Knowledge of techniques used to elicit physical health information from client.
	Gather information about client's level of functioning from client, parents, and others through interviews, observations, and questionnaires.	K23. Knowledge of observational techniques to gather information to assist in formulating assessment plans and to measure progress. K26. Knowledge of techniques used to elicit information identifying client concerns. K34. Knowledge of techniques used to elicit mental health information from client. K53. Knowledge of techniques used to elicit physical health information from client.
B. Assessment Plan Development (9%)	Assess language, learning, behavior problems, or medical conditions to determine the need for administration of assessment instruments.	K4. Knowledge of learning differences that require assessment. K5. Knowledge of deficits in language and communication development that require assessment. K12. Knowledge of behavior problems that require assessment. K14. Knowledge of developmental milestones of normal cognitive development. K25. Knowledge of medical conditions that affect learning and behavior.
	Select assessment instruments for client, based on presenting problem(s) and intake information.	K1. Knowledge of the purposes of different assessment instruments of cognitive functioning. K8. Knowledge of the purposes of different assessment instruments of personality factors/behavioral traits. K9. Knowledge of the purposes of different assessment instruments of academic functioning. K11. Knowledge of the purposes of different assessment instruments of social/emotional functioning. K19. Knowledge of the purposes of different assessment instruments of adaptive functioning. K36. Knowledge of methods to assess fine and gross motor skills.

	Develop hypothesis(es) regarding client’s presenting problem(s) in order to formulate an assessment plan.	K28. Knowledge of the effect of neurological factors that impact learning and behavior. K29. Knowledge of the effect of physiological conditions on learning and behavior. K30. Knowledge of the effect of childhood diseases on learning and behavior. K33. Knowledge of developmental ranges of the life span. K38. Knowledge of the effect of substance abuse on learning and behavior. K41. Knowledge of the effect of prenatal substance exposure on subsequent cognitive development. K42. Knowledge of the effect of adolescent/adult diseases on learning and behavior. K45. Knowledge of the effect of genetically-based developmental disorders. K46. Knowledge of the effect of prenatal/perinatal conditions in neurological development.
	Develop a psychoeducational battery to accommodate clients with disabilities to obtain reliable and valid results.	K18. Knowledge of principles of psychometrics pertaining to reliability and validity of assessment instruments. K22. Knowledge of principles of statistics pertaining to interpreting assessment instrument results. K44. Knowledge of the effects of existing disabilities on assessment process.
	Select methods to evaluate diverse client populations to provide an unbiased assessment.	K18. Knowledge of principles of psychometrics pertaining to reliability and validity of assessment instruments. K22. Knowledge of principles of statistics pertaining to interpreting assessment instrument results. K43. Knowledge of the effect of human diversity factors on assessment process.
C. Assessment Process (13%)	Assess cognitive ability, academic achievement, and learning patterns by administering assessment instruments to determine level of functioning.	K1. Knowledge of the purposes of different assessment instruments of cognitive functioning. K2. Knowledge of methods to assess cognitive functioning. K3. Knowledge of methods to assess learning patterns. K9. Knowledge of the purposes of different assessment instruments of academic functioning. K10. Knowledge of the methods to assess academic functioning.
	Assess adaptive, social/emotional, behavior and personality factors by administering assessment instruments to determine level of functioning.	K7. Knowledge of methods to assess social/emotional functioning. K8. Knowledge of the purposes of different assessment instruments of personality factors/behavioral traits. K11. Knowledge of the purposes of different assessment instruments of social/emotional functioning. K16. Knowledge of methods to assess behavioral functioning. K27. Knowledge of methods to assess adaptive functioning. K49. Knowledge of purposes of different assessment instruments of personality functioning. K55. Knowledge of personality theory pertaining to formulating intervention.
	Assess levels of development by administering assessment instruments to determine range of functioning.	K2. Knowledge of methods to assess cognitive functioning. K12. Knowledge of behavior problems that require assessment. K14. Knowledge of developmental milestones of normal cognitive development. K15. Knowledge of the methods to assess development. K19. Knowledge of the purposes of different assessment instruments of adaptive functioning. K27. Knowledge of methods to assess adaptive functioning. K33. Knowledge of developmental ranges of the life span.
	Assess client’s social interaction across settings (e.g. home, school, community, work place) to formulate an intervention plan.	K6. Knowledge of methods to assess language and communication development. K7. Knowledge of methods to assess social/emotional functioning. K11. Knowledge of the purposes of different assessment instruments of social/emotional functioning. K16. Knowledge of methods to assess behavioral functioning.

	Assess client's ability to communicate across settings (e.g. home, school, community, work place) to formulate an intervention plan.	K5. Knowledge of deficits in language and communication development that require assessment. K6. Knowledge of methods to assess language and communication development.
	Assess client's motor skills and coordination to determine level of functioning for educational/vocational planning.	K35. Knowledge of the effect of motor coordination on educational performance. K36. Knowledge of methods to assess fine and gross motor skills. K39. Knowledge of the relationship of neurological development and motor ability. K40. Knowledge of common sensory and motoric disorders of infancy/childhood. K48. Knowledge of common sensory and motoric disorders of adolescent/adults.
	Assess sensory integration to determine impact on educational/vocational planning.	K37. Knowledge of methods to assess sensory integration/physiological conditions. K40. Knowledge of common sensory and motoric disorders of infancy/childhood. K48. Knowledge of common sensory and motoric disorders of adolescent/adults.
	Assess intellectual giftedness to determine impact on educational planning.	K1. Knowledge of the purposes of different assessment instruments of cognitive functioning. K2. Knowledge of methods to assess cognitive functioning. K4. Knowledge of learning differences that require assessment.
	Assess client with brain injury or neurological disorders to evaluate level of functioning.	K21. Knowledge of disorders that have a physiological basis for learning and behavior. K25. Knowledge of medical conditions that affect learning and behavior. K28. Knowledge of the effect of neurological factors that impact learning and behavior. K29. Knowledge of the effect of physiological conditions on learning and behavior. K45. Knowledge of the effect of genetically-based developmental disorders. K46. Knowledge of the effect of prenatal/perinatal conditions in neurological development.
	Conduct a functional behavior assessment (FBA) to identify factors relating to client behavior and develop an intervention plan.	K8. Knowledge of the purposes of different assessment instruments of personality factors/behavioral traits. K16. Knowledge of methods to assess behavioral functioning.
D. Interpretation and Diagnosis (4%)	Interpret results of assessment instruments to assist in identifying impairments that affect learning and behavior.	K17. Knowledge of the effect of assessment instrument results on intervention planning. K24. Knowledge of the effect of testing conditions (e.g. noise, sobriety, rapport) that invalidate assessment instrument results. K13. Knowledge of the principles of norms for interpretation of assessment instrument results.
	Diagnose disorders that affect client's learning, behavior, and performance across settings (e.g. home, school, community, work place).	K32. Knowledge of methods used to classify client behaviors into diagnostic categories. K47. Knowledge of taxonomic classification pertaining to learning and behavior in the Diagnostic and Statistical Manual.

**II. Communication of Results (14%)** - This area assesses the candidate's ability to formulate and communicate assessment results to parents, educators, and others as well as to link evidence-based research to recommendations and their implications.

Subarea	Job Task	Associated Knowledges
A. Presenting Results (4%)	Develop a report that communicates the client's assessment results to varied audiences.	K58. Knowledge of methods used to consolidate assessment information into a report. K59. Knowledge of techniques used to explain test results and make further recommendations. K64. Knowledge of how diversity affects the communication of assessment results in the home, school, community and work place. K67. Knowledge of methods used to inform others about cognitive processing and the effects on learning and behavior. K69. Knowledge of methods used to apply research findings in developing assessment reports.

	Communicate with parents, educators, and others to present client's assessment results and conclusions.	<p>K59. Knowledge of techniques used to explain test results and make further recommendations.</p> <p>K63. Knowledge of techniques used to communicate implications of assessment results on the home environment.</p> <p>K64. Knowledge of how diversity affects the communication of assessment results in the home, school, community and work place.</p> <p>K65. Knowledge of methods to explain treatment plans to family members.</p> <p>K66. Knowledge of methods used to inform others about medical conditions and the effects on learning and behavior.</p> <p>K67. Knowledge of methods used to inform others about cognitive processing and the effects on learning and behavior.</p> <p>K68. Knowledge of methods used to communicate techniques for the remediation of learning and behavior problems.</p>
B. Recommendations and implications (10%)	Communicate with parents, educators, and others to provide recommendations based on client's assessment results.	<p>K59. Knowledge of techniques used to explain test results and make further recommendations.</p> <p>K60. Knowledge of program and service options within the educational system.</p> <p>K61. Knowledge of program and service options within the community.</p> <p>K64. Knowledge of how diversity affects the communication of assessment results in the home, school, community and work place.</p> <p>K65. Knowledge of methods to explain treatment plans to family members.</p> <p>K66. Knowledge of methods used to inform others about medical conditions and the effects on learning and behavior.</p> <p>K68. Knowledge of methods used to communicate techniques for the remediation of learning and behavior problems.</p>
	Communicate with parents, educators, and others to address implications of client's assessment results across settings (e.g. home, school, community, work place).	<p>K63. Knowledge of techniques used to communicate implications of assessment results on the home environment.</p> <p>K64. Knowledge of how diversity affects the communication of assessment results in the home, school, community and work place.</p> <p>K65. Knowledge of methods to explain treatment plans to family members.</p> <p>K66. Knowledge of methods used to inform others about medical conditions and the effects on learning and behavior.</p> <p>K68. Knowledge of methods used to communicate techniques for the remediation of learning and behavior problems.</p>
	Communicate with parents, educators, and others to explain the effects of cognitive processes on learning and behavior across settings (e.g. home, school, community, work place).	<p>K60. Knowledge of program and service options within the educational system.</p> <p>K61. Knowledge of program and service options within the community.</p> <p>K67. Knowledge of methods used to inform others about cognitive processing and the effects on learning and behavior.</p>
	Communicate with parents, educators, and others to explain the effects of medical conditions on learning and behavior across settings (e.g. home, school, community, work place).	<p>K60. Knowledge of program and service options within the educational system.</p> <p>K61. Knowledge of program and service options within the community.</p> <p>K66. Knowledge of methods used to inform others about medical conditions and the effects on learning and behavior.</p>
	Communicate with parents, educators, and others to explain the implication(s) of client's performance across settings (e.g. home, school, community, work place).	<p>K59. Knowledge of techniques used to explain test results and make further recommendations.</p> <p>K63. Knowledge of techniques used to communicate implications of assessment results on the home environment.</p> <p>K67. Knowledge of methods used to inform others about cognitive processing and the effects on learning and behavior.</p>
	Apply current research to assessment interpretation and recommendations.	<p>K69. Knowledge of methods used to apply research findings in developing assessment reports.</p> <p>K70. Knowledge of methods used to evaluate research.</p>



**III. Intervention (15%)** - This area assesses the candidate's ability to facilitate and monitor interventions to improve clients' development as related to educational functioning.

Subarea	Job Task	Associated Knowledges
A. Strategy Development (3%)	Develop strategies to facilitate client's learning, social, and emotional development.	K56. Knowledge of strategies used to reduce stigma associated with emotional and behavioral disorder. K57. Knowledge of strategies used to reduce discrimination against individuals with emotional and behavioral problems. K74. Knowledge of the effect of learning styles of individuals in developing remedial programs. K75. Knowledge of behavioral interventions to enable client to function across settings. K77. Knowledge of therapeutic interventions for improving emotional adjustment. K79. Knowledge of therapeutic interventions for developing social skills.
	Apply results from assessments to develop intervention strategies that address client's emotional, learning, or behavior problems.	K72. Knowledge of approaches to remediate learning and behavior problems. K74. Knowledge of the effect of learning styles of individuals in developing remedial programs. K75. Knowledge of behavioral interventions to enable client to function across settings. K77. Knowledge of therapeutic interventions for improving emotional adjustment. K79. Knowledge of therapeutic interventions for developing social skills. K80. Knowledge of the counseling process to resolve learning and behavior problems.
B. Teaching (5%)	Provide recommendations to client, educators, and employers to facilitate client effectiveness in educational, employment, and community settings.	K75. Knowledge of behavioral interventions to enable client to function across settings. K84. Knowledge of techniques used to elicit family members or others in educational planning and intervention. K93. Knowledge of how socioeconomic status affects the implementation of assessment results in the home, school, community, and work place.
	Teach parents, educators, employers, and others how to apply interventions to modify client's behavior.	K72. Knowledge of approaches to remediate learning and behavior problems. K73. Knowledge of therapeutic interventions for improving attention skills. K75. Knowledge of behavioral interventions to enable client to function across settings. K83. Knowledge of techniques used to assess when to include family members or others in counseling sessions. K115. Knowledge of the impact of differences in parent or caregiver techniques on client functioning.
	Teach parents, educators, employers, and others how to apply mental health promotion interventions.	K84. Knowledge of techniques used to elicit family members or others in educational planning and intervention. K105. Knowledge of evidence-based practices to apply as therapeutic interventions.
	Teach parents, educators, employers, and others how to apply mental disorder prevention strategies.	K93. Knowledge of how socioeconomic status affects the implementation of assessment results in the home, school, community, and work place. K106. Knowledge of prevention and early intervention programs to assist clients. K108. Knowledge of at-risk youth populations for responding to early signs of emotional and behavioral problems.
	Teach parents, educators, employers, and others how to apply strategies to enhance client's resilience.	K103. Knowledge of principles of resilience. K105. Knowledge of evidence-based practices to apply as therapeutic interventions. K106. Knowledge of prevention and early intervention programs to assist clients. K107. Knowledge of signs of suicide risk and actions to prevent suicide. K108. Knowledge of at-risk youth populations for responding to early signs of emotional and behavioral problems.
C. Direct service (5%)	Apply positive behavioral management principles to improve client's adaptive behavior.	K75. Knowledge of behavioral interventions to enable client to function across settings. K78. Knowledge of behavior management principles used to develop intervention programs.

	Assist client in developing coping, social-emotional, and organizational skills that apply across settings (e.g. home, school, community, work place).	K76. Knowledge of therapeutic interventions for developing problem-solving skills. K77. Knowledge of therapeutic interventions for improving emotional adjustment. K79. Knowledge of therapeutic interventions for developing social skills.
	Provide counseling to assist client in improving ability to function socially, behaviorally, and personally as related to educational/vocational settings.	K80. Knowledge of the counseling process to resolve learning and behavior problems. K81. Knowledge of theoretical and practical aspects of counseling that apply to learning and behavior. K82. Knowledge of techniques used to facilitate individual counseling sessions. K85. Knowledge of therapeutic interventions for managing anger and conflict with individuals. K87. Knowledge of the effect of human diversity on counseling process. K91. Knowledge of the impact of personal crises and traumatic events upon client's educational/vocational performance.
	Assist client in applying strategies to reduce anxiety related to educational/vocational settings.	K76. Knowledge of therapeutic interventions for developing problem-solving skills. K77. Knowledge of therapeutic interventions for improving emotional adjustment. K91. Knowledge of the impact of personal crises and traumatic events upon client's educational/vocational performance.
D. Monitoring and Evaluation (2%)	Evaluate treatment plan effectiveness by reviewing strategies that have been implemented to determine need for modifications.	K88. Knowledge of methods to monitor client progress in treatment. K89. Knowledge of techniques used to establish measurement of treatment goals.
	Monitor interventions for clients with educational, behavioral, medical and psychological conditions.	K88. Knowledge of methods to monitor client progress in treatment.

**IV. Consultation (11%)** - This area assesses the candidate's ability to advocate for clients through consultation with clients, parents, schools, community groups and agencies related to educational functioning.

Subarea	Job Task	Associated Knowledges
A. Collaboration (2%)	Consult with other professionals to obtain additional information about client's functioning to assist in developing a treatment plan for client.	K92. Knowledge of therapeutic interventions for crisis management. K110. Knowledge of the impact of environmental or social factors on clients' presenting issues. K111. Knowledge of support services available within the community. K112. Knowledge of methods used to determine the need for consultation from additional resources for client.
	Collaborate with community agencies to provide information about services for parents and clients regarding educational/vocational issues.	K111. Knowledge of support services available within the community. K112. Knowledge of methods used to determine the need for consultation from additional resources for client. K117. Knowledge of different programs that provide advocacy for individuals with disabilities.
B. Outreach (2%)	Serve as an advocate for client at educational planning meetings and in other settings (e.g. community, court).	K114. Knowledge of the role of advocacy in educational and other consultation settings.
	Provide in-service training to educators and school staff to assist in the student's learning, development, and performance.	K109. Knowledge of learning environment and practices conducive to maximizing client performance. K118. Knowledge of methods used to train educators and school staff to assist in the learning and development of students. K119. Knowledge of methods used to present psychoeducational information to others during in-service training.
C. Resources (5%)	Provide information about educational options to client, parents, and other professionals based upon assessment results.	K109. Knowledge of learning environment and practices conducive to maximizing client performance. K116. Knowledge of available educational opportunities in the community that address learning needs.

	Refer client for remedial support, psychotherapy, legal or medical services as needed.	K111. Knowledge of support services available within the community. K112. Knowledge of methods used to determine the need for consultation from additional resources for client. K113. Knowledge of methods to determine whether medical service and other support are needed. K121. Knowledge of Mental Health Service programs within the community available to children, adults, and seniors.
	Refer client to Mental Health Service providers for prevention or intervention of mental illnesses in children, adults, and seniors.	K121. Knowledge of Mental Health Service programs within the community available to children, adults, and seniors
	Provide information about community resources/services to individuals and community agencies to link service providers with client.	K111. Knowledge of support services available within the community. K116. Knowledge of available educational opportunities in the community that address learning needs. K117. Knowledge of different programs that provide advocacy for individuals with disabilities.
D. Transition Planning (2%)	Develop an educational/vocational plan for a client with disabilities for transition into work, school, or community settings.	K110. Knowledge of the impact of environmental or social factors on clients' presenting issues. K111. Knowledge of support services available within the community. K116. Knowledge of available educational opportunities in the community that address learning needs.
	Assist client in identifying interests, skills, and abilities that are consistent with educational and career opportunities.	K110. Knowledge of the impact of environmental or social factors on clients' presenting issues. K116. Knowledge of available educational opportunities in the community that address learning needs.

**V. Law (14%)** - This area assesses the candidate's ability to demonstrate knowledge of legal obligations, including confidentiality, reporting requirements, and disclosure of fees and qualifications.

Subarea	Job Task	Associated Knowledges
A. Office Policies and Standards (9%)	Maintain security of records to protect the client's privacy.	K129. Knowledge of procedures to secure consent and release of client records. K130. Knowledge of legal requirements to maintain security of client's records. K139. Knowledge of laws related to custody issues of minor or dependent client.
	Obtain written release of information prior to acquiring or disclosing information relating to client.	K134. Knowledge of legal requirements regarding informing client of qualifications and services. K125. Knowledge of legal requirements of confidentiality between practitioners, minor children, and adults. K129. Knowledge of procedures to secure consent and release of client records. K139. Knowledge of laws related to custody issues of minor or dependent client.
	Disclose fees for services prior to working with client as required by law.	K134. Knowledge of legal requirements regarding informing client of qualifications and services. K137. Knowledge of legal requirements of disclosing service fees prior to working with clients.
	Inform client of professional qualifications and services as required by law.	K134. Knowledge of legal requirements regarding informing client of qualifications and services. K127. Knowledge of federal and state regulations pertaining to special education of individuals in public and private schools.
	Comply with legal standards when advertising professional qualifications and services.	K135. Knowledge of legal parameters for advertising qualifications and scope of practice to the public.

B. Legal Mandates (5%)	Report cases of abuse to authorities as defined by mandated reporting requirements to protect the welfare and safety of the client.	K128. Knowledge of legal requirements to report suspected or known child, dependent adult, and elder abuse. K131. Knowledge of indicators of sexual abuse. K132. Knowledge of indicators of physical abuse and neglect. K133. Knowledge of indicators of psychological harm.
	Report the client's intentions to harm self or others as defined by mandated reporting requirements.	K126. Knowledge of legal requirements to report individuals who are a danger to themselves and others. K136. Knowledge of factors that indicate the potential for at risk behavior within age, gender, and cultural groups. K138. Knowledge of legal limitations pertaining to containment of client who exhibits dangerous behavior.
	Comply with Mental Health Services Act (MHSA) as mandated by law.	K140. Knowledge of laws related Mental Health Services Act (MHSA).

**VI. Ethics (14%)** - This area assesses the candidate's ability to comply with ethical standards for Licensed Educational Psychologists, including confidentiality, scope of competence, and professional boundaries.

Subarea	Job Task	Associated Knowledges
A. Confidentiality (4%)	Inform client of parameters of confidentiality to facilitate client understanding of legal requirements.	K142. Knowledge of responsibility to inform client of right to reports and due process guarantees. K143. Knowledge of techniques to explain confidentiality to clients.
	Inform client as to the nature and impact of confidential information prior to disclosure to third parties to protect client's rights.	K143. Knowledge of techniques to explain confidentiality to clients.
B. Boundaries (4%)	Maintain professional boundaries with client to protect the professional relationship.	K141. Knowledge of responsibility pertaining to professional conduct in relation to the client.
	Maintain separation of private practice and other personal forms of employment to avoid a conflict of interest.	K150. Knowledge of situations that pose a conflict of interest for a licensed educational psychologist.
C. Disclosures (6%)	Inform client of educational services available at no cost through public schools and agencies prior to providing services.	K146. Knowledge of responsibility to inform clients about accommodations that are available to individuals in school and/or employment settings. K147. Knowledge of responsibility to inform client of no-cost services provided by public schools and agencies students with special needs. K149. Knowledge of responsibility to inform client about options for individual educational services.
	Provide information to public with regard to professional qualifications and scope of practice.	K151. Knowledge of responsibility to disclose professional qualifications.
	Assist client to obtain alternate referrals when unable to provide professional services within scope of competence.	K144. Knowledge of personal limitations related to training and experience. K145. Knowledge of methods used to determine the need for professional consultation from additional resources. K148. Knowledge of alternative referrals to provide to client when service needed is beyond the scope of practice. K153. Knowledge of responsibility to disclose scope of competence.
	Discuss office policies and fees to promote understanding of client's responsibilities.	K152. Knowledge of methods used to discuss management of fees and office policies with client.

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**STATE OF CALIFORNIA  
NOTICE OF ELIGIBILITY**

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You are eligible to participate in the written examination for licensure as a Licensed Educational Psychologist. This is the ONLY notice of eligibility you will receive. Please retain it for your records. Your address label contains important date information. In the upper left corner (above your name) is the date your application for examination was approved; following that is the date by which you must take your examination. You must take your written examination by the date specified on the label, or you will be required to reapply (see *Abandonment of Application/Ineligibility* in this handbook).

This handbook provides important information regarding examination content and procedures. To schedule your examination, please refer to the instructions in this handbook

Upon passing the written examination, you are eligible for licensure. Please see the instructions in this handbook.

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