

ALABAMA BOARD OF EXAMINERS IN PSYCHOLOGY
ADMINISTRATIVE CODECHAPTER 750-X-2A
THE APPLICATION PROCESS FOR PSYCHOLOGICAL TECHNICIANS

TABLE OF CONTENTS

750-X-2A-.01	Candidates For Licensure
750-X-2A-.02	Application Deadlines
750-X-2A-.03	Application Form
750-X-2A-.04	Psychological Technician Training Requirements
750-X-2A-.05	References
750-X-2A-.06	Limits Of Practice
750-X-2A-.07	Supervision Requirements
750-X-2A-.08	Disposition Of Applicants

750-X-2A-.01 Candidates For Licensure.

(1) A candidate for licensure as a psychological technician shall furnish the board with satisfactory evidence that he or she satisfies all of the following:

(a) He or she is of good moral character.

(b) He or she is at least 19 years of age.

(c) He or she has a master's degree, in psychology from a regionally accredited institution of higher education, or has completed the equivalent of a master's degree from an American Psychological Association accredited doctoral program in psychology as determined by the board. Educational requirements are provided in Section 750-X-2A-.04.

(d) Is competent as a psychological technician, as shown by passing examinations, written or oral, or both, as prescribed by the board.

(e) Is not engaged in unethical practice as defined in the most recent version of the Code of Ethics of the American Psychological Association.

(f) Has not within the preceding six months failed an examination given by the board.

Author: Alabama Board of Examiners in Psychology

Statutory Authority: Code of Ala. 1975, §§34-26-1, et seq.;
34-26-41.

History: **New Rule:** Filed November 25, 1997; effective December 30, 1997. **Amended:** Filed May 14, 1998; effective June 18, 1998.

750-X-2A-.02 Application Deadlines.

Upon request, all persons intending to apply for licensure will be supplied with a licensure application form, a copy of the Alabama law, an "Information for Applicants" brochure. The application process must be completed by the first day of odd numbered months to be reviewed at the Board's next regularly scheduled meeting.

Author: Alabama Board of Examiners in Psychology

Statutory Authority: Code of Ala. 1975, §§34-26-1, et seq.

History: **New Rule:** Filed November 25, 1997; effective December 30, 1997. **Amended:** Filed November 15, 2000; effective December 20, 2000. **Amended:** Filed July 11, 2016; effective August 25, 2016.

750-X-2A-.03 Application Form.

Applications will be reviewed under the laws and rules and regulations in effect the date the application is received. All licensure applications shall be submitted on a form prescribed and provided by the Board of Examiners in Psychology and accompanied by such evidence, statements, and documents as are therein required. The licensure application form must be filled out legibly and in detail, giving requested information and dates. It shall include a complete list of job positions in chronological sequence. A certified copy of each transcript shall be sent by the registrars of each institution directly to the Board. The applicant shall have the registrar, the graduate school dean, or other approved official of the degree granting institution to certify (1) the degree granting school or college, (2) the exact name of the department which granted the degree, and (3) the exact title of the degree. The entire licensure application form shall be notarized. The Board must be informed if a previous application for licensure has been submitted in this state. Four references are required (see Rule 750-X-2A-.05 below). The licensure application fee or any application for a fee waiver as allowed by these rules must accompany the application form.

All applicants for licensure shall submit to a criminal history background check by providing fingerprints and executing a criminal history information release using forms provided to the applicant by the Board. The applicant is responsible for having his or her fingerprints made. The applicant shall provide his or her completed fingerprint cards, along with a Cashier's Check or Money Order made payable to the Alabama State Law Enforcement Agency (ALEA) in the amount sufficient to cover the actual cost of the background check, to the Board office to be submitted to ALEA.

ALEA is responsible for forwarding the fingerprints to the Federal Bureau of Investigation for a national criminal history record check. Information received by the Board pursuant to a criminal history background check shall be confidential and shall not be a public record, except that such information received by and relied upon by the Board in denying the issuance of a certificate of qualification may be disclosed as may be necessary to support the denial.

Author: Alabama Board of Examiners in Psychology

Statutory Authority: Code of Ala. 1975, §§34-26-1, et seq., 34-26-43.

History: New Rule: Filed November 25, 1997; effective December 30, 1997. **Amended:** Filed November 15, 2000; effective December 20, 2000. **Amended:** Filed November 27, 2013; effective February 1, 2014, pursuant to Act No. 2013-386. **Amended:** Filed March 21, 2014, effective April 25, 2014. **Amended:** Filed July 11, 2016; effective August 25, 2016. **Amended:** Published November 30, 2022; effective January 14, 2023.

750-X-2A-.04 Psychological Technician Training Requirements.

(1) All applicants for licensure as a Psychological Technician shall have a master's degree in psychology from a regionally accredited institution of higher education. The degree program of the applicant shall be publicly identified and clearly labeled as a psychology program. In lieu of a master's degree, an applicant must have completed the equivalent of a master's degree from an American Psychological Association accredited doctoral program in psychology, as determined by the board.

(2) Included in the course credit, a minimum of nine (9) of the graduate semester hours must be in the basic substantive areas of psychology and at least three (3) substantive areas must be represented. The basic substantive areas of psychology include, but may not be restricted to, ethics, experimental, developmental, individual differences, psychological tests and measurements, social, cultural/ethnic, sex roles, statistics, history and systems, research and experimental design, personality theory, learning, physiological, abnormal, comparative, motivation, emotion, sensation and perception, learning, thinking and organizational.

(3) Candidates must have successfully completed a minimum of a 3 semester hour graduate course in psychological assessment and a minimum of a 3 semester hour graduate course in intervention techniques.

(4) In cases in which the successfully completed formal master's degree program in psychology does not meet the curriculum requirements to allow licensure as a Psychological Technician, the Board may, at its discretion, accept additional course work

subsequently completed in a qualifying graduate training program and/or professional experience.

(5) The degree program of the applicant shall meet all of the following requirements:

(a) The program shall be publicly identified and clearly labeled as a psychology program.

(b) The program shall maintain clear authority and primary responsibility for the core and concentration areas whether or not the program crosses administrative lines.

(c) The program shall have an identifiable body of students in residence at the institution who are matriculated in the program for degree purposes.

(d) The program shall have an identifiable full-time psychology faculty in residence at the institution, sufficient in size and breadth to carry out the responsibilities of the program, and employed by and providing instruction at the main campus of the institution.

(e) There shall be a psychologist responsible for the program as the administrative head of the program, the advisor, a major professor, or the committee chair.

(f) The program shall be an integrated, organized sequence of study in psychology as demonstrated by an identifiable curriculum track or tracks wherein course sequence are outlined.

(g) The program shall encompass the equivalent of a minimum of two academic years, at least one of which shall be one academic year of full-time graduate study in student residence at the institution from which the degree is granted. Residence requires interaction with psychology faculty and other matriculated psychology students. A one year residency shall consist of 30 semester hours or 45 quarter hours taken on a full-time or part-time basis at the institution.

(h) The program shall include practical or other field experience appropriate to the area of specialty and practice as a psychological technician. This experience shall satisfy all of the following criteria:

(1) The experience shall be a planned or directed program of training in psychology, in contrast to on-the-job training, and shall have provided the trainee with a planned and directed sequence of training integrated with the educational program in which the trainee is enrolled. The training shall be planned by the faculty of the program rather than by the trainee.

(2) The training site shall have a clearly designated and licensed psychologist who is responsible for the integrity and quality of the training program.

(3) The training shall last a minimum of six months and consist of at least 500 hours of supervised training. At least 50 percent of the training shall be spent in direct contact with patients or clients.

(4) The training program shall have a written program description detailing the functioning of the program and shall be approved by the psychology program of the trainee before training occurs.

(5) The training site staff shall provide a minimum of one hour per five hours of client contact of face-to-face, primarily individual, regularly scheduled supervision, overseeing the training experience.

(6) Supervision may be provided in part by psychiatrists, social workers, or other related professionals qualified by the training site. At least 60 percent of the supervision shall be provided by a licensed psychologist.

(7) A person enrolled in a training program shall be designated as a practicum student, or any other designation which clearly indicates training status.

(i)(1) The program shall include a minimum of 45 semester hours or 68 quarter hours of graduate study in standard psychology courses, including courses drawn from academic psychology, such as social, experimental, physiological, developmental, history and systems, and statistics and research design.

(a) Of the required semester or quarter hours, not more than six semester or nine quarter hours shall be credited for practicum and not more than six semester or nine quarter hours shall be credited for thesis.

(b) No credit shall be allowed for audited courses or courses taken at an institution which is not a regionally accredited institution of higher education.

(2) An applicant whose credentials have been approved by the board for examination at the licensed psychologist level may be issued a license as a psychological technician if the applicant fails an examination at the licensed psychologist level but passes the examination at the licensed psychological technician level. To receive this license, the applicant shall file all required

application materials with the board for licensure at the psychological technician level.

Author: Alabama Board of Examiners in Psychology

Statutory Authority: Code of Ala. 1975, §§34-26-1, et seq.;
§34-26-41.

History: New Rule: Filed November 25, 1997; effective December 30, 1997. **Amended:** Filed May 14, 1998; effective June 18, 1998.

Amended: Filed July 17, 1998; effective August 21, 1998.

Amended: Filed November 18, 1998; effective December 23, 1998.

Amended: Filed July 11, 2016; effective August 25, 2016.

750-X-2A-.05 References.

In evaluating additional qualifications, the Board shall take into consideration the applicant's training, supervision, ethical conduct and professional competence. Four positive references are required. One must be from the applicant's graduate program and one must be from a licensed psychologist or psychological technician. After September 1, 2000, one must be from the applicant's practicum supervisor. When it is impossible to obtain a required reference the Board may consider an alternative reference on a case-by-case basis.

Author: Alabama Board of Examiners in Psychology

Statutory Authority: Code of Ala. 1975, §§34-26-1, et seq.;
§34-26-41.

History: New Rule: Filed November 25, 1997; effective December 30, 1997. **Amended:** Filed November 18, 1998; effective December 23, 1998.

750-X-2A-.06 Limits Of Practice.

A person practices as a "psychological technician" within the meaning of this chapter when he or she holds himself or herself out to be a psychological technician. A psychological technician may not use the title "psychologist" or hold himself or herself out to the public or knowingly allow himself or herself to be held out to the public as a psychologist.

(1) A psychological technician with adequate training may directly provide any of the following services without supervision:

(a) Administering and interpreting tests: A psychological technician may administer and interpret tests of intelligence, achievement, aptitudes, and interests, and testing for educational or vocational selection, guidance, or placement.

(b) Interviewing and screening: A psychological technician may conduct initial screening interviews which may lead to referrals for more extensive evaluation or treatment. A psychological technician may also administer adjective checklists, behavior rating scales, and other rating devices which may be completed by a variety of professional and non-professional observers.

(c) Psychoeducational interventions: Psychological technicians may provide didactic psychoeducational services to individuals or groups. The purpose of such groups is to disseminate information and educate clients.

(2) A psychological technician who meets the education and training requirements of this chapter shall not provide any of the following services except under the qualified supervision of a licensed psychologist:

(a) Personality appraisal. Personality appraisal as performed by the psychological technician is defined as any objective assessment or evaluative technique that leads to conclusions, inferences, and hypotheses regarding personality functioning. Included are all statements relative to personality attributes, features, traits, structure, dynamics, and pathology or assets. These activities shall allow for the process of deciding the nature of the psychological disorder or condition.

(b) Clinical intervention. Includes the use of the principles, methods, and procedures of the science and profession of psychology for the treatment of individuals, groups, and families, and behavior management and behavior modification procedures with clinical populations.

(c) Consultation services. Services provided to other agencies by psychological technicians acting in the role of consultants are subject to the same rules for supervision as services provided directly by the psychological technician in his or her place of employment.

(d) Assistance with forensic assessments and neuropsychological evaluations. A psychological technician may assist a trained neuropsychologist in the administration of neuropsychological procedures or a qualified psychologist in forensic assessment. Independent forensic assessments and neuropsychological evaluations are outside of the scope of practice for psychological technicians.

Author: Alabama Board of Examiners in Psychology

Statutory Authority: Code of Ala. 1975, §34-26-1 et seq.

History: New Rule: Filed: November 25, 1997. **Amended:** Filed May 14, 1998; effective June 18, 1998.

750-X-2A-.07 Supervision Requirements.

(1) The scope of mandated supervision shall depend upon the specific areas of practice, experience, and training of the supervisee. Mandated supervision shall assure that an appropriate professional standard is being applied to the solution of the problem of a client, and that the laws that govern the practice of psychology and the ethics that guide the practice are understood and followed. The scope of mandated supervision may include enhancement and refinement of previously learned skills, but shall not include introductory training of a supervisee in additional skills, methods, or interventions. Supervision shall include consideration of all of the following areas:

- (a) Ethical, legal, and professional standards.
- (b) Technical skills and competency.
- (c) The utilization of supervision by a supervisee.
- (d) The ability of a supervisee to function independently or with reduced supervision.

(2) Specific supervision shall not be required for each person evaluated or treated, or for every treatment, evaluative technique, or professional activity undertaken. Supervisors shall be required to co-sign reports and other appropriate documents.

(3) A licensed psychologist shall be recognized by the board as an appropriate supervisor for a psychological technician supervisee. The board may disapprove of an otherwise qualified psychologist acting as a supervisor for any of the following reasons:

- (a) Evidence that he or she is not competent or qualified to supervise a supervisee.
- (b) Evidence that he or she has failed to adhere to ethical or legal standards of the profession.
- (c) Evidence that there is a lack of congruence between the training, experience, and area of practice of the proposed supervisor and the proposed area of practice of the supervisee.
- (d) Evidence that he or she has a license against which disciplinary or remedial action has been taken.

(4) A licensed psychologist acting as a supervisor shall perform all of the following duties:

(a) Offer and provide supervision only within the area of his or her competence and assure that his or her professional expertise and experience is congruent with the practice of the supervisee.

(b) Prior to beginning supervision, enter into a written agreement with the supervisee on a board adopted supervision contract form which details the obligations of the supervisee as well as the responsibilities of the supervisor to the supervisee. This form shall be filed with and accepted by the board.

(c) Direct the supervisee to practice only within the areas for which he or she is qualified by education, training, and supervised experience.

(d) Establish and maintain a level of supervisory contact consistent with established professional standards and remain accessible to the supervisee.

(e) Direct the supervisee to keep him or her informed of services provided by the supervisee.

(f) If he or she has reason to believe that the supervisee is practicing in a manner which indicates that ethical or legal violations have been committed, he or she shall proceed as prescribed by the most recent version of the Code of Ethics of the American Psychological Association.

(g) Maintain a clear and accurate record of supervision with a supervisee that protects the confidentiality of the clients of the supervisee.

(h) Report annually on the required form to the board that the agreed upon supervision has occurred.

(i) File a final supervision report with the board within two weeks of the termination of supervision.

(j) Ensure the written notification to clients or patients of the supervisory process, including the disclosure of clinical information to the supervisor and the means by which the supervisor may be contacted.

(5) Failure to comply with any of the duties specified in number (4) above shall constitute a violation of this chapter.

(6) To maintain the professional nature of the supervision, a familial or strong personal relationship between the supervisor and his or her supervisee is prohibited, except in extraordinary

circumstances such as the lack of availability of any other qualified supervisor. In such cases, the board shall require documentation that no other supervision is available and shall require reference letters from colleagues commenting on the appropriateness of the supervisory relationship.

(7) A psychological technician supervisee shall perform all of the following duties:

(a) Enter into a written agreement with the supervisor, using a board adopted supervision contract form, which details the obligations of the supervisee as well as the responsibilities of the supervisor to the supervisee. This form shall be filed with and accepted by the board prior to practice.

(b) Attend scheduled supervision sessions.

(c) Provide the supervisor with a disclosure of psychological services being offered or rendered by him or her.

(d) Cooperate with the supervisor to assure that all conditions of the supervision are fulfilled.

(e) Provide the supervisor with information necessary for the supervisor to advise him or her on cases presenting, professional, ethical, or legal concerns.

(f) File a revised supervision contract form within 45 days of a change in the conditions specified in the supervision contract form on file with the board.

(g) Obtain a written, signed consent from each patient or client that informs them of the supervisory process.

(8) Failure to comply with any of the duties specified in section number (7) above shall constitute a Class C misdemeanor.

(9) A psychological technician who practices in a jurisdiction outside of the state shall not be required to receive supervision for services rendered in that jurisdiction so long as the services are rendered in a manner consistent with the legal requirements of the jurisdiction.

(10) The initial supervision contract form shall be filed with and accepted by the board prior to any practice.

(11) An amended written supervision contract form shall be filed with the board within 45 days of any change in the conditions specified in the supervision contract form on file with the board. Additionally, within 14 days after receiving written notification from the board that the filing of a new supervision contract form is necessary to provide for the protection of the public or the regulation of the practice of psychology, an amended written

supervision contract form shall be filed with the board. A supervision contract form shall document either that supervision is required and is received, or that supervision is not required. A separate supervision contract form shall be filed for each separate work setting. If receiving supervision from more than one supervisor to meet minimum requirements, a separate supervision contract form shall be filed for each individual supervisor.

(12) A supervisor shall report to the Board that agreed upon supervision has been provided and shall file a final report with the board upon the termination of supervision. If a psychological technician is not receiving supervision, it is his or her responsibility to report that fact to the board within 14 days. A report shall be submitted to the board within 14 days after receiving written notification from the board that a report is due, within 14 days after the termination of supervision, and within 45 days after a change in the conditions specified in the supervision contract form on file with the board.

(13) Additional supervision and reporting to the board may be required if previous evaluations or other information suggest possible problems with the competence or ethical standards of the supervisee. Additional documentation or an interview with the board or a designated representative of the board may be required if questions arise regarding the practice of the supervisee.

(14) Supervision shall be provided in face-to-face and primarily one-on-one sessions by the supervisor of record. The rate of supervision specified in this section shall be provided for each separate work setting in which the psychological technician supervisee engages in an activity requiring supervision.

(15) Minimum supervision requirements are as follows:

(a) Level I.

(1) For a psychological technician with less than two calendar years of supervised practice as a licensed psychological technician, consisting of at least 3,000 hours of supervised practice, minimum supervision shall be provided as follows:

(a) If the number of hours per month spent engaging in activities requiring supervision is one to 20, inclusive, the number of required hours of supervision per month shall be two.

(b) If the number of hours per month spent engaging in activities requiring supervision is 21 to 30, inclusive, the number of required hours of supervision per month shall be three.

(c) If the number of hours per month spent engaging in activities requiring supervision is 31 to 40, inclusive, the number of required hours of supervision per month shall be four.

(d) If the number of hours per month spent engaging in activities requiring supervision is 41 to 60, inclusive, the number of required hours of supervision per month shall be five.

(e) If the number of hours per month spent engaging in activities requiring supervision is 61 or greater, the number of required hours of supervision per month shall be six.

(b) Level II.

(1) For a psychological technician with a minimum of two calendar years of supervised practice as a licensed psychological technician, consisting of at least 3,000 hours of supervised practice, minimum supervision shall be provided as follows:

(a) If the number of hours per month spent engaging in activities requiring supervision is one to 20, inclusive, the number of required hours of supervision per month shall be one.

(b) If the number of hours per month spent engaging in activities requiring supervision is 21 to 60, inclusive, the number of required hours of supervision per month shall be two.

(c) If the number of hours per month spent engaging in activities requiring supervision is 61 to 100, inclusive, the number of required hours of supervision per month shall be three.

(d) If the number of hours per month spent engaging in activities requiring supervision is 101 or greater, the number of required hours of supervision per month shall be four.

(2) To be approved by the board for Level II supervision, a psychological technician shall do all of the following:

(a) Make application to the board on an application form provided by the board.

(b) Have received at least one calendar year of supervision from his or her most recent supervisor.

(c) Provide a written recommendation from his or her most recent supervisor for this level of supervision and letters from all available previous supervisors.

(c) Level III.

(1) For a psychological technician with a minimum of seven calendar years of supervised practice as a licensed psychological technician, consisting of at least 10,500 hours of supervised practice, minimum supervision shall be provided as follows:

(a) If the number of hours per month spent engaging in activities requiring supervision is one to 50, inclusive, the number of required hours of supervision per month shall be one.

(b) If the number of hours per month spent engaging in activities requiring supervision is 51 or greater, the number of required hours of supervision per month shall be two.

(2) To be approved by the board for Level III supervision, a psychological technician shall do all of the following:

(a) Make application to the board on an application form provided by the board.

(b) Have received at least one calendar year of supervision from his or her most recent supervisor.

(c) Provide a written recommendation from his or her most recent supervisor for this level of supervision and letters from all available previous supervisors.

(16) Prior to September 1, 2000, a licensed psychological technician with a minimum of two calendar years of supervised practice, consisting of at least 3,000 hours of supervised practice by a licensed psychologist, may apply for Level II supervision status.

(a) To be approved by the board for this Level II supervision status, a psychological technician shall do all of the following:

(1) Make application to the board on an application form provided by the board.

(2) Have received at least one calendar year of supervision from his or her most recent supervisor.

(3) Provide a written recommendation from his or her most recent supervisor for this level of supervision and letters from all available previous supervisors.

(17) Contract and report forms shall be provided by the board.

Author: Alabama Board of Examiners in Psychology

Statutory Authority: Code of Ala. 1975, §34-26-1 et seq.

History: New Rule: Filed: November 25, 1997. **Amended:** Filed May 14, 1998; effective June 18, 1998. **Amended:** Filed March 21, 2014, effective April 25, 2014.

750-X-2A-.08 Disposition Of Applicants.

(1) Board Action. The affirmative votes of a majority of Board members voting shall be required to grant admission to the examination and licensure. The applicant will be notified by letter of the Board's decision.

(2) Restrictions on Member Voting.

(a) A Board member cannot serve as a reference for an applicant.

(b) Board members must abstain from voting in the licensing process if the applicant is in their employ or under their supervision, or if there is a legal, ethical, or moral question vis-à-vis the Board member and the applicant.

Author: Alabama Board of Examiners in Psychology

Statutory Authority: Code of Ala. 1975, §§34-26-1, et seq.

History: New Rule: Filed November 25, 1997; effective December 30, 1997.