

ARTICLE 1.1. GENERAL PROVISIONS

Rule 1. General Definitions

868 IAC 1.1-1-1 Definitions

Authority: IC 25-33-1-3

Affected: IC 25-33-1

Sec. 1. (a) The definitions in this section apply throughout this article.

(b) "Act" means IC 25-33-1.

(c) "Board" means the state psychology board.

(d) "Recognized institution of higher learning" means an institution that grants a doctoral degree in psychology as defined in 868 IAC 1.1-4-1 and is recognized by one (1) or more of the following:

(1) Association of Universities and Colleges of Canada.

(2) Middle States Association of Colleges and Schools/Commission on Higher Education.

(3) New England Association of Schools and Colleges-Commission on Institutions of Higher Learning.

(4) North Central Association of Colleges and Schools.

(5) Northwest Association of Colleges and Schools.

(6) Southern Association of Colleges and Schools-Commission on Colleges.

(7) Western Association of Schools and Colleges-Accrediting Commission for Senior Colleges.

(State Psychology Board; Rules 2 to 2.9; filed Jul 13, 1979, 9:07 a.m.: 2 IR 1132; filed Nov 22, 1985, 4:33 p.m.: 9 IR 773; filed Jul 23, 1987, 9:15 a.m.: 10 IR 2739; filed May 8, 1992, 5:00 p.m.: 15 IR 1956; filed May 15, 1998, 10:05 a.m.: 21 IR 3932; readopted filed Apr 23, 2001, 11:30 a.m.: 24 IR 2896)

Rule 2. The Board of Examiners

868 IAC 1.1-2-1 Election of officers

Authority: IC 25-33-1-3

Affected: IC 25-33-1-3

Sec. 1. At least annually, and ordinarily at the July meeting, a chair and vice-chair shall be elected by the board by a simple majority for a term of one (1) year. Officers may be re-elected to serve for more than one term. If an officer cannot complete a term, the vacancy shall be filled at the next meeting of the board. *(State Psychology Board; Rule 3.1; filed Jul 13, 1979, 9:07 am: 2 IR 1133; readopted filed Apr 23, 2001, 11:30 a.m.: 24 IR 2896)*

868 IAC 1.1-2-2 Calling meetings (Repealed)

Sec. 2. *(Repealed by State Psychology Board; filed Nov 22, 1985, 4:33 pm: 9 IR 776)*

Rule 3. Application

868 IAC 1.1-3-1 Application for licensure; examination process

Authority: IC 25-33-1-3

Affected: IC 25-33-1-4; IC 25-33-1-5.1

Sec. 1. (a) Any person seeking licensure must apply in the form and manner prescribed by the board.

(b) The applicant will return completed application materials, and payment of the application fees, exclusive of the examination fee for the examination for professional practice in psychology (EPPP), to the board.

(c) The board will approve eligible candidates and notify the candidate of the date, time, and location of the jurisprudence examination.

(d) After the applicant has passed the jurisprudence examination, the board will notify the testing service utilized by the board that the applicant is eligible to take the EPPP.

(e) The applicant must sit for the examination within sixty (60) days from the date of being authorized to test.

- (f) If the applicant holds a temporary license, it shall expire on the earlier of:
- (1) ten (10) months from the date that the temporary license is issued by the board;
 - (2) the applicant's failure of the jurisprudence examination; or
 - (3) the date the results of the EPPP are known.

(State Psychology Board; Rule 4.1; filed Jul 13, 1979, 9:07 a.m.: 2 IR 1133; filed Nov 22, 1985, 4:33 p.m.: 9 IR 773; filed Nov 22, 1993, 5:00 p.m.: 17 IR 761; filed Apr 4, 2001, 3:04 p.m.: 24 IR 2469; readopted filed Dec 2, 2001, 12:22 p.m.: 25 IR 1344)

868 IAC 1.1-3-2 Corporations (Repealed)

Sec. 2. (Repealed by State Psychology Board; filed Nov 3, 1988, 3:00 p.m.: 12 IR 594)

868 IAC 1.1-3-3 Application fee not refundable (Repealed)

Sec. 3. (Repealed by State Psychology Board; filed Nov 22, 1985, 4:33 pm: 9 IR 777)

868 IAC 1.1-3-4 Deficiencies in application; notice to applicant (Repealed)

Sec. 4. (Repealed by State Psychology Board; filed Nov 22, 1985, 4:33 pm: 9 IR 777)

868 IAC 1.1-3-5 Reapplication (Repealed)

Sec. 5. (Repealed by State Psychology Board; filed Nov 3, 1988, 3:00 p.m.: 12 IR 594)

868 IAC 1.1-3-6 Fee for reapplication (Repealed)

Sec. 6. (Repealed by State Psychology Board; filed Nov 22, 1985, 4:33 pm: 9 IR 777)

868 IAC 1.1-3-7 Temporary certificate upon application (Repealed)

Sec. 7. (Repealed by State Psychology Board; filed Nov 22, 1985, 4:33 pm: 9 IR 777)

Rule 4. Educational Qualifications for Certification

868 IAC 1.1-4-1 Doctoral degree in psychology

Authority: IC 25-33-1-3

Affected: IC 25-33-1-2; IC 25-33-1-5.1

Sec. 1. Degree programs will be approved by the board for the purpose of licensure if they meet the following criteria:

- (1) The academic unit is in a recognized institution of higher learning as defined in 868 IAC 1.1-1-1(d) to offer the doctoral degree in psychology.
- (2) Any dissertation required for the doctoral degree is psychological in method and content and an expected product of doctoral training in psychology.
- (3) The academic unit, wherever it may be administratively housed, is clearly identified by the granting institution as a psychology program. Such a program must specify in pertinent institutional catalogues and brochures its intent to educate and train professional psychologists.
- (4) The program stands as a recognizable, coherent, organized entity within the institution.
- (5) Within the psychology faculty there is a clear authority and primary responsibility for the core and specialty areas whether or not the program cuts across administrative lines.
- (6) The program is an integrated, organized sequence of study.
- (7) There is an identifiable psychology faculty and a psychologist responsible for the program.
- (8) The program has an identifiable body of students who are matriculated in that program for a degree.

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(9) In areas of clinical, counseling, and school psychology, the program includes educational experience with titles such as practicum, internship, field, or laboratory training.

(10) At least seventy-five percent (75%) of the graduate course credits (or other academic requirements) required for the doctoral degree, excluding dissertation credits, have been successfully earned in graduate (postbaccalaureate) psychology courses. Such credits may, in part, be earned in postdoctoral course work. In determining the acceptability of curricular experiences and course work, the following factors shall be considered:

(A) The curriculum shall encompass a minimum of three (3) academic years of graduate study, in addition to instruction in scientific and professional ethics and standards, research design, methodology, statistics, and psychometrics.

(B) The core program shall require each student to demonstrate competence (as a part of the graduate education) in each of the substantive content areas established in this subdivision. This typically will be met by including a minimum of three (3) or more graduate semester hours (five (5) or more graduate quarter hours) in each of the following substantive content areas:

(i) Biological bases of behavior such as physiological psychology, comparative psychology, neuropsychology, sensation, perception, and psychopharmacology.

(ii) Cognitive-affective bases of behavior such as learning, thinking, motivation, and emotion.

(iii) Social bases of behavior such as social psychology, group processes, and organizational and systems theory.

(iv) Individual differences such as personality theory, human development, and abnormal psychology.

(11) The program shall require a minimum of a one (1) year residence. Residence requires personal attendance at the degree granting institution and interaction with psychology faculty and other matriculated psychology students. As used in this subdivision, "a one (1) year residence" means eighteen (18) semester hours or twenty-seven (27) quarter hours taken on a full-time or part-time basis at the institution accumulated in not less than nine (9) months or not more than eighteen (18) months which must include student to faculty contact involving face-to-face group courses. Such educational meetings must:

(A) include both faculty to student and student to student interaction;

(B) be conducted by the psychology faculty of the institution at least ninety percent (90%) of the time;

(C) be fully documented by the institution; and

(D) relate substantially to the program and course content.

The institution must clearly document how the applicant's performance is assessed and evaluated. An internship requirement will not contribute to the academic year requirements of this criterion.

(12) It is the responsibility of a person applying under this section to provide the board with an official course catalogue description in the form of the actual catalogue or a true copy of the relevant sections sent directly from the issuing institution as of the date the course was taken.

(13) The applicant shall provide any documentation required by the board in the manner and form prescribed by the board to confirm compliance with or satisfaction of the requirements of this rule.

(State Psychology Board; Rule 5.1; filed Jul 13, 1979, 9:07 a.m.: 2 IR 1133; filed Nov 22, 1985, 4:33 p.m.: 9 IR 774; filed May 8, 1992, 5:00 p.m.: 15 IR 1956; errata filed May 15, 1992, 5:00 p.m.: 15 IR 2257; filed Nov 22, 1993, 5:00 p.m.: 17 IR 761; filed Feb 8, 1995, 2:00 p.m.: 18 IR 1477; readopted filed Apr 23, 2001, 11:30 a.m.: 24 IR 2896)

868 IAC 1.1-4-2 Equivalent of doctoral degree in psychology; requirements (Repealed)

Sec. 2. (Repealed by State Psychology Board; filed Nov 22, 1985, 4:33 pm: 9 IR 777)

868 IAC 1.1-4-3 Recommendations of American Association of State Psychology Boards (Repealed)

Sec. 3. (Repealed by State Psychology Board; filed Apr 25, 1983, 8:54 am: 6 IR 1091)

Rule 5. Examinations

868 IAC 1.1-5-1 Announcement of examination dates (Repealed)

Sec. 1. (Repealed by State Psychology Board; filed Apr 4, 2001, 3:04 p.m.: 24 IR 2469)

868 IAC 1.1-5-2 Failure to appear for examination; effect

Authority: IC 25-33-1-3

Affected: IC 25-33-1-4; IC 25-33-1-5.1

Sec. 2. If an applicant who has notified the board of intention to be examined fails to appear for the scheduled examination, the following shall occur:

(1) The applicant will lose eligibility for the examination so scheduled.

(2) The applicant will forfeit any and all fees paid.

(3) The application will no longer constitute a temporary license as of the scheduled examination date.

(State Psychology Board; Rule 6.2; filed Jul 13, 1979, 9:07 a.m.: 2 IR 1134; filed Nov 22, 1985, 4:33 p.m.: 9 IR 775; filed Nov 10, 1987, 9:25 a.m.: 11 IR 1295; filed Nov 22, 1993, 5:00 p.m.: 17 IR 762; filed Feb 8, 1995, 2:00 p.m.: 18 IR 1478; readopted filed Apr 23, 2001, 11:30 a.m.: 24 IR 2896)

868 IAC 1.1-5-3 Denial of request for examination; effect (Repealed)

Sec. 3. *(Repealed by State Psychology Board; filed Nov 22, 1985, 4:33 pm: 9 IR 777)*

868 IAC 1.1-5-4 Examination for licensure

Authority: IC 25-33-1-3

Affected: IC 25-1-8-4; IC 25-33-1-5.1

Sec. 4. (a) The applicant for licensure shall submit to an examination composed of the following:

(1) The examination for professional practice in psychology (EPPP) developed by the Professional Examination Service and owned by the Association of State and Provincial Psychology Boards.

(2) A written jurisprudence examination covering aspects of the practice of psychology, including statutes and rules related to the practice of psychology.

(b) In order to pass the EPPP, the applicant must obtain a scaled score of 500.

(c) In order to qualify for licensure, the applicant will be required to pass both sections of the examination. The applicant must pass the written jurisprudence examination before the board will authorize the applicant to take the EPPP. *(State Psychology Board; Rule 6.4; filed Jul 13, 1979, 9:07 a.m.: 2 IR 1135; filed Nov 22, 1985, 4:33 p.m.: 9 IR 775; filed Jul 11, 1986, 3:00 p.m.: 9 IR 2929; filed Nov 10, 1987, 9:25 a.m.: 11 IR 1295; filed Aug 24, 1993, 5:00 p.m.: 17 IR 10; filed Apr 4, 2001, 3:04 p.m.: 24 IR 2469; readopted filed Nov 9, 2001, 3:15 p.m.: 25 IR 1344)*

868 IAC 1.1-5-5 Examination for basic certificate (Repealed)

Sec. 5. *(Repealed by State Psychology Board; filed Nov 22, 1985, 4:33 pm: 9 IR 777)*

868 IAC 1.1-5-6 Notice of examination results (Repealed)

Sec. 6. *(Repealed by State Psychology Board; filed Nov 22, 1985, 4:33 pm: 9 IR 777)*

868 IAC 1.1-5-7 Reexamination

Authority: IC 25-33-1-3

Affected: IC 25-33-1-4; IC 25-33-1-5.1

Sec. 7. (a) In order to qualify for licensure, the applicant is required to pass both sections of the examination.

(b) The applicant must pass the written jurisprudence examination before the board will authorize the candidate to take the examination for professional practice in psychology (EPPP).

(c) If an applicant fails the written jurisprudence examination, the applicant must wait thirty (30) days between administrations.

(d) If a candidate fails the EPPP examination three (3) or more times, no further examinations shall be administered until the

candidate meets with the board to review the areas of deficiency and to develop a program of study and practical experience designed to remediate the deficiencies. This program may consist of additional course work, internship experiences, supervision, or any combination of these.

(e) An applicant may take the EPPP a maximum of four (4) times in any twelve (12) month period. Applicants must wait sixty (60) days between administrations.

(f) A new application with the appropriate fees must be submitted following any failure. *(State Psychology Board; Rule 6.7; filed Jul 13, 1979, 9:07 a.m.: 2 IR 1135; filed Jan 16, 1986, 3:20 p.m.: 9 IR 1377; filed Nov 3, 1988, 3:00 p.m.: 12 IR 594; filed Nov 22, 1993, 5:00 p.m.: 17 IR 762; filed Apr 4, 2001, 3:04 p.m.: 24 IR 2469; readopted filed Nov 9, 2001, 3:15 p.m.: 25 IR 1344)*

868 IAC 1.1-5-8 Limited license holders

Authority: IC 25-33-1-3

Affected: IC 16-39; IC 25-1-9; IC 25-33-1-5.3

Sec. 8. Applicants for licensure under IC 25-33-1-5.3 shall pass an examination on the following statutes and rules:

(1) IC 25-33.

(2) IC 25-1-9.

(3) This title.

(4) IC 16-39.

(5) IC 34-4-12.4 *[IC 34-4 was repealed by P.L.1-1998, SECTION 221, effective July 1, 1998.]*

(6) IC 31-6-11 *[IC 31-6 was repealed by P.L.1-1997, SECTION 157, effective July 1, 1997.]*

(State Psychology Board; Rule 6.8; filed Jul 13, 1979, 9:07 a.m.: 2 IR 1135; filed Jan 16, 1986, 3:20 p.m.: 9 IR 1378; filed Nov 22, 1993, 5:00 p.m.: 17 IR 763; filed Feb 8, 1995, 2:00 p.m.: 18 IR 1479; readopted filed Apr 23, 2001, 11:30 a.m.: 24 IR 2896)

868 IAC 1.1-5-9 Certification requirements; use of doctoral degree (Repealed)

Sec. 9. *(Repealed by State Psychology Board; filed Dec 27, 1993, 9:00 a.m.: 17 IR 1003)*

Rule 6. Professional Experience (Repealed)

(Repealed by State Psychology Board; filed Nov 22, 1985, 4:33 pm: 9 IR 777)

Rule 7. Private Practice

868 IAC 1.1-7-1 Private practice (Repealed)

Sec. 1. *(Repealed by State Psychology Board; filed May 8, 1992, 5:00 p.m.: 15 IR 1962)*

868 IAC 1.1-7-2 Income or personal profit (Repealed)

Sec. 2. *(Repealed by State Psychology Board; filed May 8, 1992, 5:00 p.m.: 15 IR 1962)*

868 IAC 1.1-7-3 Full responsibility and liability (Repealed)

Sec. 3. *(Repealed by State Psychology Board; filed May 8, 1992, 5:00 p.m.: 15 IR 1962)*

868 IAC 1.1-7-4 Clinical psychologist; definition (Repealed)

Sec. 4. *(Repealed by State Psychology Board; filed Nov 22, 1985, 4:33 pm: 9 IR 777)*

868 IAC 1.1-7-5 Competence

Authority: IC 25-33-1-3

Affected: IC 25-33-1-12

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Sec. 5. IC 25-33-1-12(a) states “A psychologist shall not offer to render, or render services which are beyond the scope of that psychologist's competence, as determined by training and experience.”

(a) Training shall have been equivalent to that provided by psychology departments of regionally accredited institutions of higher education which grant(ed) the doctoral degree in psychology, at the time when the psychologist received said training and in the area(s) in which the psychologist claims competence.

(b) Experience shall have been research, teaching, or application (practice), as is appropriate, of the broad principles and knowledge of the claimed area(s) of competence appropriate at the time and as judged by qualified psychologists (peers) who are also in the claimed area(s) of competence. Ordinarily, training or experience in one or a few specific techniques will not qualify.

(c) The competent practice of psychology requires remaining current with generally accepted developments within the area of specialization and the development and exercise of judgment as to when to apply specific procedures in a reasonable, effective, efficient, and economical manner.

(d) The competent practice of psychology includes acting within generally accepted ethical principles and guidelines of the profession and maintaining an awareness of personal and professional limitations. (*State Psychology Board; Rule 8.5; filed Apr 25, 1983, 8:54 am: 6 IR 1090; filed Nov 10, 1987, 9:25 am: 11 IR 1295; readopted filed Apr 23, 2001, 11:30 a.m.: 24 IR 2896*)

Rule 8. Certificate Renewal (Repealed)

(Repealed by State Psychology Board; filed Nov 22, 1985, 4:33 pm: 9 IR 777)

Rule 8.1. Continuing Education (Repealed)

(Repealed by State Psychology Board; filed May 10, 1994, 5:00 p.m.: 17 IR 2342)

Rule 9. Rosters (Repealed)

(Repealed by State Psychology Board; filed Apr 25, 1983, 8:54 am: 6 IR 1091)

Rule 10. Endorsement (Repealed)

(Repealed by State Psychology Board; filed Nov 22, 1985, 4:33 pm: 9 IR 777)

Rule 10.1. Endorsement

868 IAC 1.1-10.1-1 Licensure by endorsement

Authority: IC 25-1-8-5; IC 25-33-1-3

Affected: IC 25-33-1-9

Sec. 1. All applicants for licensure by endorsement under IC 25-33-1-9 shall pass a test covering aspects of the practice of psychology, including statutes and rules related to the practice of psychology. (*State Psychology Board; 868 IAC 1.1-10.1-1; filed Feb 15, 1990, 11:06 a.m.: 13 IR 1184; filed Nov 22, 1993, 5:00 p.m.: 17 IR 763; filed Apr 24, 2000, 12:45 p.m.: 23 IR 2238; readopted filed Apr 23, 2001, 11:30 a.m.: 24 IR 2896*)

Rule 11. Code of Professional Conduct

868 IAC 1.1-11-0.5 “Professional relationship” defined

Authority: IC 25-33-1-3

Affected: IC 25-33-1

Sec. 0.5. As used in this rule, “professional relationship” means a mutually agreed upon relationship between a psychologist and a client for the purpose of utilizing the psychologist's professional expertise. (*State Psychology Board; 868 IAC 1.1-11-0.5; filed Dec 27, 1993, 9:00 a.m.: 17 IR 999; readopted filed Apr 23, 2001, 11:30 a.m.: 24 IR 2896*)

868 IAC 1.1-11-1 Relationship with the public

Authority: IC 25-33-1-3

Affected: IC 25-33-1

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Sec. 1. (a) When a psychologist pays, receives payment from, or divides fees with another professional other than in an employer-employee relationship, the payment to each psychologist is based on the services (clinical, consultative, administrative, or other) provided and is not based on the referral itself.

(b) A psychologist shall not knowingly offer to render services to any person or group already receiving similar services from another professional unless that other professional relationship has been terminated or the earlier involved professional is aware of and agrees to the new relationship. Appropriate concurrent or collaborative services are not prohibited.

(c) A psychologist shall not engage, directly or through agents, in uninvited, in-person solicitation of business from actual or potential patients or clients or other persons who, because of their particular circumstances, are vulnerable to undue influence.

(d) Advertisements for professional services and other public statements:

(1) must not contain false, fraudulent, misleading, or deceptive information;

(2) must not misinterpret facts or statements; and

(3) must fully disclose all relevant information.

(e) A psychologist shall not solicit testimonials from current clients or patients or other persons who, because of their particular circumstances, are vulnerable to undue influence.

(f) A psychologist may claim a psychology degree as credentials for psychological work only if the psychology degree was earned from a degree program approved by the board as a psychology program in a recognized institution of higher learning.

(g) A psychologist may not suggest or imply sponsorship of the *[sic.]* his or her activities by professional associations or organizational affiliations.

(h) A psychologist who offers workshops, courses, and seminars to the public must ensure that the public announcements are accurate and not misleading.

(i) If a psychologist advertises a fee for a service, the psychologist must render that service for no more than the fee advertised. The psychologist shall be bound by that fee until the next succeeding issue of the publication, or, if the publication has no fixed date for the publication of a succeeding issue, the psychologist shall be bound by the representation made for one (1) year. If the fee advertisement is made by radio, cable, or television, the psychologist shall be bound by the representations made for a period of ninety (90) days after each broadcast.

(j) A psychologist shall not aid or abet another person in:

(1) misrepresenting the person's professional credentials; or

(2) illegally engaging in the practice of psychology.

(State Psychology Board; Rule 12.1; filed Jul 13, 1979, 9:07 a.m.: 2 IR 1136; filed Apr 25, 1983, 8:54 a.m.: 6 IR 1090; filed Jun 13, 1986, 10:00 a.m.: 9 IR 2926; filed May 8, 1992, 5:00 p.m.: 15 IR 1957; filed Dec 27, 1993, 9:00 a.m.: 17 IR 999; readopted filed Apr 23, 2001, 11:30 a.m.: 24 IR 2896)

868 IAC 1.1-11-2 Relationships with other professionals

Authority: IC 25-33-1-3

Affected: IC 25-1; IC 25-33-1

Sec. 2. (a) A psychologist shall terminate a clinical or consulting relationship when it is reasonably clear the client or patient is not benefitting from it and shall offer to help locate alternative sources of assistance.

(b) Psychologists who employ or supervise other psychologists or psychology trainees shall facilitate the professional development of these persons and provide timely evaluations, constructive consultation, and experience opportunities.

(c) A psychologist shall ensure that all employees and psychology trainees are engaged only in activities consistent with their training and are aware of and adhere to the code of professional conduct as found in this rule.

(d) A psychologist who employs individuals who are not licensed to provide psychological services shall provide supervision for the individuals. This supervision shall be provided by a licensed psychologist. The supervision shall include a minimum of one (1) hour weekly individual face-to-face supervision. The supervising psychologist shall read and sign all reports and correspondence. At any time services are offered, there shall be available a psychologist, either physically present or by telephone. When a psychologist is not physically present, there shall be a written set of procedures to be followed in cases of an emergency.

(e) When a psychologist has reason to believe there has been a violation by another psychologist of the statutes or rules of the board, the psychologist shall file a complaint with the consumer protection division of the office of the attorney general of Indiana. Information regarding such a violation obtained in the context of a professional relationship with a client is to be reported only with the written permission of the client.

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(f) When a psychologist is providing supervision for another psychologist or a psychology student or intern, the supervising psychologist shall not be in a dual relationship with the supervisee.

(g) When a psychologist is providing supervision for another psychologist or a psychology student or intern, reports to be transmitted to third parties, treatment plans, and psychological evaluation reports shall be cosigned by the supervising psychologist. A record of the identity of the supervising psychologist shall be kept in the client/patient file.

(h) A psychologist shall not unjustly exploit persons over whom the psychologist has supervisory, evaluative, or other authority such as the following:

- (1) Students.
- (2) Supervisees.
- (3) Employees.
- (4) Research participants.
- (5) Clients or patients.

(i) A psychologist shall not enter into a sexual relationship with a student or supervisee in training over whom the psychologist has evaluative or direct authority. (*State Psychology Board; Rule 12.2; filed Jul 13, 1979, 9:07 a.m.: 2 IR 1136; filed Jun 13, 1986, 10:00 a.m.: 9 IR 2927; filed Feb 13, 1987, 9:30 a.m.: 10 IR 1391; filed Nov 10, 1987, 9:25 a.m.: 11 IR 1295; filed Feb 15, 1990, 11:06 a.m.: 13 IR 1184; filed Dec 27, 1993, 9:00 a.m.: 17 IR 1000; readopted filed Apr 23, 2001, 11:30 a.m.: 24 IR 2896*)

868 IAC 1.1-11-3 Costs in disciplinary actions (Repealed)

Sec. 3. (*Repealed by State Psychology Board; filed Nov 10, 1987, 9:25: am: 11 IR 1296*)

868 IAC 1.1-11-4 Professional practice; fees

Authority: IC 25-33-1-3

Affected: IC 16-39; IC 25-33-1

Sec. 4. (a) A psychologist shall make advance financial arrangements that are clearly understood by patients or clients. A psychologist shall not exploit recipients of services or payors with respect to fees.

(b) Fees charged shall be reasonable. Factors to be considered in determining the reasonableness of a fee include the following:

- (1) The difficulty or uniqueness of the service performed and the time, skill, and experience required.
- (2) The fee customarily charged in the locality for similar service.
- (3) The amount of the fee involved.
- (4) The nature and length of the professional relationship with the patient or client.
- (5) The experience, reputation, and ability of the practitioner in performing the kind of services involved.

(c) A psychologist may be paid from a source other than the patient or client if the patient or client consents and the arrangement does not compromise the psychologist's responsibility to the patient or client.

(d) In circumstances where professional objectivity could be compromised, a psychologist shall not base fees upon the uncertain outcome of a contingency, whether the contingency be the outcome of litigation or any other occurrence or condition which may or may not develop, occur, or happen.

(e) A psychologist shall not divide a fee for professional services with any individual who is not a partner, employee, or shareholder in a corporation operating the psychology service unless:

- (1) the patient or client consents after full disclosure; and
- (2) the division of fees is made in proportion to the actual services performed and the responsibility assumed by each practitioner.

(f) The collection of fees utilizing any legal collection procedure is not a violation of the confidentiality of the professional relationship. (*State Psychology Board; 868 IAC 1.1-11-4; filed Jun 13, 1986, 10:00 a.m.: 9 IR 2927; errata, 9 IR 2931; filed May 8, 1992, 5:00 p.m.: 15 IR 1958; filed Dec 27, 1993, 9:00 a.m.: 17 IR 1001; filed Apr 24, 2000, 12:43 p.m.: 23 IR 2238; readopted filed Apr 23, 2001, 11:30 a.m.: 24 IR 2896*)

868 IAC 1.1-11-4.1 Relationships within professional practice

Authority: IC 25-33-1-3

Affected: IC 16-39; IC 25-33-1

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Sec. 4.1. (a) A psychologist shall not enter into a dual relationship with a patient or client if such relationship could impair professional judgment or increase the risk of exploitation of the patient or client.

(b) Entering into business relationships with current or former patients or clients is prohibited if such relationship could impair professional judgment or increase the risk of unjust exploitation of the current or former patient or client.

(c) A psychologist shall not enter into a professional relationship for the purpose of providing psychological services to members of the psychologist's family.

(d) The psychologist shall not undertake or continue a professional relationship with a patient or client when the objectivity or competency of the psychologist is or could be expected to be impaired because of the psychologist's:

(1) present or previous potentially harmful relationship with the patient or client or a person associated with or related to the patient or client; or

(2) bias against a patient or client because of the patient's or client's age, gender, race, ethnicity, national origin, religion, sexual orientation, disability, language, or socioeconomic status.

(e) When a potentially harmful relationship becomes apparent, the psychologist shall clarify the nature of the relationship and attempt to resolve it with due regard for the best interests of the patient or client. Whenever a psychologist's objectivity or competency becomes impaired during a professional relationship with a patient or client, the psychologist shall notify the patient or client orally and in writing that the psychologist can no longer provide professional services, and the psychologist shall assist the patient or client in obtaining services from another professional.

(f) If termination of the professional relationship is necessary, the psychologist shall:

(1) immediately terminate the professional relationship in an appropriate manner;

(2) notify the patient or client orally and in writing of this termination; and

(3) assist the patient or client in obtaining services from another professional.

(g) A psychologist shall not terminate a professional relationship in order to develop or continue a personal or business relationship with a patient or client.

(h) In areas beyond the scope of the psychologist's competence, the psychologist shall refer to a professional who is competent in that area of practice.

(i) A psychologist shall not exploit consulting relationships with patients, clients, or institutions to refer others to the psychologist for services.

(j) A psychologist shall not engage in lewd or immoral conduct. As used in this subsection, "lewd and immoral conduct" includes, but is not limited to, sexual intimacies or sexual exploitation of the professional relationship.

(k) A psychologist shall not provide professional services if there is a reasonable belief that such rendering of service will adversely affect another patient or client unless each patient or client consents after full disclosure of the potential conflict.

(l) A psychologist shall exercise reasonable care and diligence in the conduct of research and shall utilize generally accepted scientific principles and current professional theory and practice. New or experimental procedures, techniques, and theories shall be utilized only with proper research safeguards, informed consent, and peer review of the procedures or techniques.

(m) Where differences of:

(1) age;

(2) gender;

(3) race;

(4) ethnicity;

(5) national origin;

(6) religion;

(7) sexual orientation;

(8) disability;

(9) language; or

(10) socioeconomic status;

significantly affect a psychologist's work concerning particular individuals or groups, the psychologist shall obtain the training, experience, consultation, or supervision necessary to ensure the competence of the psychologist's services concerning such individuals or groups. If the psychologist cannot obtain the training, experience, consultation, or supervision necessary to ensure the competence of the psychologist's services, the psychologist shall decline to offer services and shall make appropriate referrals. (*State Psychology Board; 868 IAC 1.1-11-4.1; filed Apr 24, 2000, 12:43 p.m.: 23 IR 2240; readopted filed Apr 23, 2001, 11:30 a.m.: 24 IR 2896*)

868 IAC 1.1-11-4.2 Record keeping; discontinuation of practice

Authority: IC 25-33-1-3

Affected: IC 16-39; IC 25-33-1

Sec. 4.2. (a) A psychologist shall keep accurate, current, and pertinent records of psychological services that are rendered or performed. Clinical records shall be maintained intact for a minimum of seven (7) years. These records shall include at least the following:

- (1) Identifying data.
- (2) Dates of services.
- (3) Types of services.
- (4) Significant actions taken.

The records shall be made within a reasonable time after the rendering of the service.

(b) A psychologist shall give a truthful, candid, and reasonably complete account of the patient's or client's condition to the patient or client or to those responsible for the care of the patient or client. Patients or clients shall be kept fully informed as to the purpose and nature of any evaluations, treatments, or other procedures and shall retain full freedom of choice with regard to participation in and the receipt of psychological services.

(c) Information in patient or client records is confidential and shall not be disclosed without the patient's or client's written permission unless disclosure is required by law. All persons having legitimate access to records shall maintain the confidentiality of the records.

(d) Access to patient or client records shall be provided in accordance with IC 16-39.

(e) Information obtained in the professional relationship with a patient or client is confidential and shall not be disclosed in any way by the psychologist without the patient's or client's written permission unless disclosure is required by law.

(f) Upon discontinuation of the practice of psychology, a psychologist shall notify all active patients or clients in writing and by publication once a week for three (3) consecutive weeks in a newspaper of general circulation in the community of the intention to discontinue practice and shall encourage the patients or clients to seek the services of another psychologist or other professional. The psychologist shall make reasonable arrangements with the patients or clients for the transfer of the records, or copies, to the succeeding practitioner. As used in this subsection, "active patient or client" refers to any patient or client with whom the psychologist has consulted within the two (2) year period prior to retirement or discontinuation of practice. (*State Psychology Board; 868 IAC 1.1-11-4.2; filed Apr 24, 2000, 12:43 p.m.: 23 IR 2241; readopted filed Apr 23, 2001, 11:30 a.m.: 24 IR 2896*)

868 IAC 1.1-11-4.5 Sexual misconduct

Authority: IC 25-33-1-3

Affected: IC 25-33-1

Sec. 4.5. (a) A psychologist shall not engage in sexual intimacies with current patients or clients.

(b) A psychologist shall not accept, as therapy patients or clients, persons with whom they have engaged in sexual intimacies.

(c) A psychologist shall not engage in sexual intimacies with a former therapy patient or client for at least two (2) years after cessation or termination of professional services.

(d) A psychologist who engages in sexual intimacies with a former therapy patient or client after the two (2) years following the cessation or termination of treatment bears the burden of demonstrating that there has been no unjust exploitation of the patient or client, in light of all relevant factors, including the following:

- (1) The amount of time that has passed since therapy terminated.
- (2) The nature and duration of the therapy.
- (3) The circumstances of termination.
- (4) The patient's or client's personal history.
- (5) The patient's or client's current mental status.
- (6) The likelihood of adverse impact on the patient or client and others.
- (7) Any statements or actions made by the psychologist during the course of therapy suggesting or inviting the possibility of a post-termination sexual or romantic relationship with the client or patient.

(*State Psychology Board; 868 IAC 1.1-11-4.5; filed Dec 27, 1993, 9:00 a.m.: 17 IR 1002; readopted filed Apr 23, 2001, 11:30 a.m.: 24 IR 2896*)

868 IAC 1.1-11-5 Psychology practice

Authority: IC 25-33-1-3

Affected: IC 25-33-1

Sec. 5. (a) A psychologist shall perform evaluations, diagnostic services, or interventions only within the context of a professional relationship.

(b) A psychologist's assessments, recommendations, reports, and psychological diagnostic or evaluative statements must be based on information and techniques (including personal interviews of the individual when appropriate) sufficient to appropriately substantiate the findings.

(c) When advice is rendered through:

- (1) public lectures or demonstrations;
- (2) newspaper or magazine articles;
- (3) radio;
- (4) cable or television programs;
- (5) by mail; or
- (6) by similar media;

the psychologist shall utilize the most current relevant data and exercise the highest level of professional judgment. Individual assessments or advice shall not be rendered without complete and thorough evaluations.

(d) A psychologist offering scoring and interpretation services shall be able to produce appropriate evidence for the validity of the programs and procedures used in arriving at the interpretations or scores. The public offering of an automated interpretation service is considered a professional-to-professional consultation, and the psychologist shall not offer such scoring and interpretation services to patients or clients outside of a professional relationship.

(e) A psychologist who uses computerized scoring and interpretation services shall have training in the following:

- (1) Principles of psychometric theory and practice.
- (2) Personality theory.
- (3) Individual psychopathology.
- (4) The use and interpretation of personality assessment procedures.

(State Psychology Board; 868 IAC 1.1-11-5; filed Jun 13, 1986, 10:00 a.m.: 9 IR 2929; filed Dec 27, 1993, 9:00 a.m.: 17 IR 1003; readopted filed Apr 23, 2001, 11:30 a.m.: 24 IR 2896)

868 IAC 1.1-11-6 Psychological testing

Authority: IC 25-33-1-3

Affected: IC 25-33-1

Sec. 6. (a) For the purpose of the diagnosis and treatment of mental and behavioral disorders, "psychological testing" means the administration and/or interpretation of measurement instruments, devices, or procedures for the purpose of treatment planning, diagnosis, classification, and/or description of:

- (1) intelligence;
- (2) mental and emotional disorders and disabilities;
- (3) disorders of personality or behavior;
- (4) psychological aspects of physical illness, accident, injury, or disability; and
- (5) neuropsychological functioning.

The use of computerized psychological assessment procedures is also included in the scope of this section.

(b) Psychological testing explicitly includes the following three (3) areas:

(1) Intellectual, which includes those normative-based individually administered instruments used to measure functions such as:

- (A) abstract reasoning;
- (B) fund of knowledge;
- (C) problem solving; and
- (D) visual motor integration.

(2) Personality and emotional, which includes those instruments used to measure both trait and state aspects of personality and

emotional characteristics and functioning.

(3) Neuropsychological, which includes those normative-based instruments used to make inferences about brain and behavior relationships. These relationships include, but are not limited to, the following:

- (A) Sensorimotor functioning.
- (B) Attention and concentration skills.
- (C) Memory functioning.
- (D) Language function.
- (E) Concrete and abstract problem solving.
- (F) Measures of cognitive flexibility and creativity.

Intellectual assessment may constitute an element of neuropsychological testing.

(c) Except as otherwise provided by law, psychological testing may be administered and interpreted only by a licensed psychologist who is endorsed as a health service provider in psychology, or by a person under the direct supervision of a health service provider in psychology, provided that such supervision is in compliance with this article.

(d) The ability to competently interpret psychological testing requires formal graduate academic training in the following:

- (1) Statistics.
- (2) Test construction.
- (3) Sampling theory.
- (4) Tests and measurement.
- (5) Individual differences.
- (6) Personality theory.

In addition, the interpretation of psychological tests for treatment planning, diagnostic classification, or descriptive purposes requires formal graduate academic training in the areas of abnormal psychology, psychopathology, and psychodiagnosis.

(e) Competent interpretation of psychological testing requires formal supervised training and experience which is ordinarily obtained in a practicum or an internship. Psychologists acquiring competency in testing subsequent to graduate training must obtain supervision by a health service provider in psychology, or, if the experience is not obtained in Indiana, the experience must be supervised by a psychologist who has credentials substantially equal to those required for endorsement as a health service provider in psychology under Indiana law. (*State Psychology Board; 868 IAC 1.1-11-6; filed May 1, 1995, 10:45 a.m.: 18 IR 2259; readopted filed Apr 23, 2001, 11:30 a.m.: 24 IR 2896*)

868 IAC 1.1-11-7 Computerized testing services

Authority: IC 25-33-1-3

Affected: IC 25-33-1

Sec. 7. A psychologist who uses computerized testing services is responsible for the legitimacy and accuracy of the test interpretations. Computer generated interpretations of tests must be used only in conjunction with professional judgment. A psychologist's report must indicate when a test interpretation is not based on direct contact with the patient/client, that is, when it is a blind interpretation. (*State Psychology Board; 868 IAC 1.1-11-7; filed May 1, 1995, 10:45 a.m.: 18 IR 2259; readopted filed Apr 23, 2001, 11:30 a.m.: 24 IR 2896*)

Rule 12. Fee Schedule

868 IAC 1.1-12-1 Fees (Repealed)

Sec. 1. (*Repealed by State Psychology Board; filed Nov 21, 2001, 10:26 a.m.: 25 IR 1181*)

868 IAC 1.1-12-1.5 Fees

Authority: IC 25-1-8-2; IC 25-33-1-3

Affected: IC 25-33

Sec. 1.5. (a) The board shall charge and collect the following fees:

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(1) Application for licensure	\$100
(2) Application to repeat jurisprudence examination	\$ 75
(3) Application to repeat national examination	\$ 50
(4) License renewal	\$100 biennially
(5) Limited license renewal	\$100 biennially
(6) Temporary permit to practice psychology	\$ 50
(7) Verification of psychology licensure to another state	\$ 10
(8) Application fee for endorsement as a health service provider in psychology	\$100
(9) Duplicate wall license	\$ 10
(10) Professional corporation registration application	\$ 25
(11) Professional corporation registration renewal	\$ 20 biennially

(b) Candidates required to take the national examination for licensure shall pay a fee directly to a professional examination service in the amount set by the examination service.

(c) Upon approval by the board, applicants applying for additional time in which to take the national examination because English is their second language shall pay to the board the following:

(1) Double time	\$100
(2) Time and one-half	\$75
(3) Extra one-half hour	\$50

(State Psychology Board; 868 IAC 1.1-12-1.5; filed Nov 21, 2001, 10:26 a.m.: 25 IR 1181)

868 IAC 1.1-12-2 Examination and certification fees (Repealed)

Sec. 2. (Repealed by State Psychology Board; filed Sep 19, 1985, 4:00 pm: 9 IR 290)

868 IAC 1.1-12-3 Renewal fees (Repealed)

Sec. 3. (Repealed by State Psychology Board; filed Sep 19, 1985, 4:00 pm: 9 IR 290)

868 IAC 1.1-12-4 Duplicate license or renewal cards

Authority: IC 25-33-1-3

Affected: IC 25-33-1

Sec. 4. (a) Upon receipt of satisfactory evidence that a renewal card has been lost, stolen, mutilated, or destroyed, the board may issue a duplicate renewal card upon such conditions as the board may prescribe and payment of the required fee.

(b) A duplicate wall license to practice psychology in Indiana will be issued upon written, verified request and payment of the required fee. The request shall state the address(es) at which the license will be used.

(c) Psychologists licensed and practicing in the state of Indiana must register the address(es) of all of their offices located within the state with the board within thirty (30) days after the establishment of such offices and notify the board within thirty (30) days after the closing of each office. *(State Psychology Board; Rule 13.4; filed Jul 13, 1979, 9:07 a.m.: 2 IR 1136; filed Jun 13, 1986, 10:00 a.m.: 9 IR 2929; filed Nov 22, 1993, 5:00 p.m.: 17 IR 763; readopted filed Apr 23, 2001, 11:30 a.m.: 24 IR 2896)*

Rule 13. Health Service Providers

868 IAC 1.1-13-1 Health service provider in psychology; definition (Repealed)

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Sec. 1. *(Repealed by State Psychology Board; filed May 8, 1992, 5:00 p.m.: 15 IR 1962)*

868 IAC 1.1-13-1.1 Definitions

Authority: IC 25-33-1-3

Affected: IC 25-33-1

Sec. 1.1. (a) The definitions in this section apply throughout this rule.

(b) “Diagnosis” means the process by which the nature and extent of an individual's mental and/or behavioral disorder is ascertained and assessed. The process of diagnosis may involve various methods which include interviews, mental status examination, administration of psychological tests, and review of historical and documentary data relating to the patient.

(c) Endorsement as a health service provider in psychology is required, by definition of the practice of psychology (IC 25-33-1-2(a)(2)), for all licensed psychologists who engage in the diagnosis and treatment of mental and behavioral disorders with the exception of:

(1) psychologists working under supervision as required under section 3(c) of this rule in order to obtain endorsement as a health service provider in psychology; or

(2) psychologists who hold a limited license issued under IC 25-33-1-18.

(d) “Experience in a supervised health service setting” means psychological experience in the diagnosis and treatment of mental and behavioral disorders, in a setting which by purpose and design delivers such services.

(e) “Health service provider in psychology” is a title conferred by endorsement upon Indiana psychologists who have training and experience sufficient to establish competence in an applied health service area of psychology (such as clinical, counseling, or school psychology) and who meet the experience requirements of IC 25-33-1-5.1(c).

(f) “Mental and behavioral disorders” means those conditions which exist when behavior, signs, or symptoms conform to one (1) or more of the generally accepted diagnostic categories used in the mental health field.

(g) “Treatment” refers to the provision of psychotherapy, counseling, consultation, environmental management, or any other form of planned intervention to an individual or individuals for the purpose of alleviating diagnosed mental and/or behavioral disorders. *(State Psychology Board; 868 IAC 1.1-13-1.1; filed May 8, 1992, 5:00 p.m.: 15 IR 1960; errata filed May 15, 1992, 5:00 p.m.: 15 IR 2257; filed Nov 22, 1993, 5:00 p.m.: 17 IR 764; readopted filed Apr 23, 2001, 11:30 a.m.: 24 IR 2896)*

868 IAC 1.1-13-2 Health service provider in psychology; preceptorship (Repealed)

Sec. 2. *(Repealed by State Psychology Board; filed Dec 15, 1989, 5:00 p.m.: 13 IR 898)*

868 IAC 1.1-13-2.1 Health service provider in psychology; preceptorship

Authority: IC 25-33-1-3; IC 25-33-1-5.1

Affected: IC 25-33-1-5.1

Sec. 2.1. (a) A psychologist who received a doctoral degree in clinical psychology, counseling psychology, school psychology, or other applied health service area in psychology before September 1, 1983, and who has not had a formal internship experience, may satisfy one (1) year of the two (2) year supervised health service setting experience requirement under IC 25-33-1-5.1(c) by successfully completing a preceptorship program. The preceptorship will be accepted as meeting the requirement of one (1) year of experience in an organized health service training program. The preceptorship program must be established as follows:

(1) Consist of at least one thousand eight hundred (1,800) hours of clinical, counseling, or school psychology work experience.

(2) Consist of at least one hundred (100) hours of face-to-face individual supervision of the individual by a psychologist, at least fifty (50) hours of which must involve the diagnosis of mental and behavioral disorders and at least fifty (50) hours of which must involve the treatment of mental and behavioral disorders.

(3) Be completed in a health service setting that provides services in the diagnosis and treatment of mental and behavioral disorders.

(4) Be under the supervision of a psychologist who, if practicing in Indiana, is endorsed as a health service provider in psychology under Indiana law or, if not practicing in Indiana, has credentials substantially equal to those required for endorsement as a health service provider in psychology under Indiana law.

(5) Be completed within two (2) years after the date the program is started.

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(b) Applicants for completion of a preceptorship program must submit an application to the board in the form and manner prescribed by the board.

(c) In addition to the completion of the preceptorship, the individual must provide evidence of the completion of one thousand eight hundred (1,800) hours within a twenty-four (24) month period of supervised experience as a psychologist in a health service setting as defined in section 1 of this rule *[Section 1 of this rule was repealed filed May 8, 1992, 5:00 p.m.: 15 IR 1962.]*.

(d) The supervisor of any training and experience under this section may not be an employee or spouse of the supervisee or be engaged in any other dual relationship with the supervisee. *(State Psychology Board; 868 IAC 1.1-13-2.1; filed Dec 15, 1989, 5:00 p.m.: 13 IR 897; filed Nov 22, 1993, 5:00 p.m.: 17 IR 764; filed Feb 8, 1995, 2:00 p.m.: 18 IR 1479; readopted filed Apr 23, 2001, 11:30 a.m.: 24 IR 2896)*

868 IAC 1.1-13-3 Supervised experience

Authority: IC 25-33-1-3

Affected: IC 25-33-1

Sec. 3. (a) At least one (1) year of supervised experience must be in an organized health service training program that is an internship which must consist of a minimum of one thousand five hundred (1,500) clock hours of experience occurring within a twenty-four (24) month period and which must:

- (1) have approval of the psychology faculty of the applicant's academic program;
- (2) consist of an organized, integrated series of training and educational experiences;
- (3) include sufficient psychologists (at least the equivalent of two (2) full-time psychologists) to provide supervision;
- (4) be designed to include a minimum of two (2) interns in the program per year;
- (5) be declared and publicized by the internship site as an internship on a yearly basis;
- (6) include one (1) psychologist who has been clearly designated as director of training or chief psychologist in charge of the program; and
- (7) provide that all psychologists responsible for case supervision must be licensed or certified psychologists by the state in which the program is located.

(b) An organized health service training program, in contrast to supervised experience, a practicum, or on-the-job training, must be designed to provide the intern with a planned, programmed sequence of training experiences. The primary focus and purpose is *[sic., are]* assuring the breadth and quality of training.

(c) In addition to the supervised experience in an organized health service training program required under subsection (a), at least one (1) year of supervised experience must have been obtained after the doctoral degree in psychology was conferred. A minimum of one thousand six hundred (1,600) clock hours of supervised experience must be obtained within a consecutive sixty (60) month period, but not less than twelve (12) months, and meet the following requirements:

- (1) At least nine hundred (900) hours of the one thousand six hundred (1,600) hour requirement must consist of direct patient contact by the applicant. Direct patient contact may be with individuals or groups of patients.
- (2) A minimum of one (1) hour per week of individual face-to-face supervision must be provided on-site in the office of the supervisor, or in another suitable place within the professional setting over which the supervisor has professional responsibility. The supervisor must be a psychologist who is endorsed as a health service provider in psychology under Indiana law or, if not practicing psychology in Indiana, who meets the criteria for endorsement as a health service provider in psychology as defined under Indiana law.
- (3) The supervisor of any training and experience obtained under this section may not be an employee of the supervisee or an independent contractor whose services are paid for by the supervisee.
- (4) A supervisee shall carry out the supervisee's psychological activities in the office of the supervisor or in some other suitable professional setting over which the supervisor has professional responsibility. All psychological activities of the supervisee shall be subject to the supervisor's concurrence. When conflicts arise, these must be resolved to the satisfaction of the supervisor. The supervisee is responsible for providing sufficient and appropriate information to the supervisor regarding the supervisee's professional activities.
- (5) Supervision of others by the applicant will not count toward the nine hundred (900) hour requirement of direct patient contact.
- (6) Teaching and research will not count toward the nine hundred (900) hour requirement of direct patient contact.
- (7) An applicant's personal therapy will not count toward the one thousand six hundred (1,600) hour requirement.

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(State Psychology Board; 868 IAC 1.1-13-3; filed May 8, 1992, 5:00 p.m.: 15 IR 1960; filed Aug 24, 1993, 5:00 p.m.: 17 IR 10; readopted filed Apr 23, 2001, 11:30 a.m.: 24 IR 2896)

868 IAC 1.1-13-4 Application

Authority: IC 25-33-1-3

Affected: IC 25-33-1

Sec. 4. (a) Any person seeking endorsement as a health service provider in psychology must apply on such form and in such manner as the board shall prescribe.

(b) All applicants will be required to provide verification of experience in an organized health service training program (internship). Verification of the internship shall be provided on a form supplied by the board or a photocopy thereof. The verification form shall be completed and signed by the director of training of the internship. If the director of training is not available for completion of the verification form, for good cause shown, another psychologist associated with the internship may complete the form. The applicant shall notify the board in writing if a supervisor is not available and the reason therefore.

(c) The internship verification form shall include the following:

- (1) Name and address of the agency providing the training program (internship).
- (2) A description of the internship's patient population.
- (3) The exact beginning and ending dates of the applicant's training in the internship.
- (4) An indication of whether or not the internship was accredited as an internship by the American Psychological Association.
- (5) The number of hours per week the applicant worked in the internship setting.
- (6) The number of hours per week the applicant received direct, face-to-face supervision from the identified supervisor and from other licensed or certified psychologists employed by the internship program.
- (7) The exact beginning and ending dates of the supervisor's supervision of the applicant.
- (8) A brief description of the applicant's internship experience while under the supervisor's supervision.
- (9) A brief statement by the supervising psychologist describing the psychologist's professional qualifications.
- (10) The total number of hours of supervised experience completed by the applicant.
- (11) A statement by the supervisor indicating whether or not the internship was satisfactorily completed.
- (12) The signature of the supervisor attesting to the truthfulness of the statements made on the form.

(d) All applicants will be required to provide verification of at least one (1) year of post degree supervised experience in a health service setting. Verification of this experience shall be provided on a form supplied by the board or a photocopy thereof. The verification form shall be completed and signed by each psychologist who provided supervision to the applicant during the post degree supervised experience. If a supervisor is not available for completion of the verification form, for good cause shown, the program director or another psychologist associated with the post degree experience may complete the form. The applicant shall notify the board in writing if a supervisor is not available and the reason therefore.

(e) The verification form for the post degree supervised experience shall include the following:

- (1) Name and address of the setting in which the experience was obtained.
- (2) A description of the setting's patient population.
- (3) The exact beginning and ending dates of the applicant's experience in the setting.
- (4) The number of hours per week the applicant worked in the setting.
- (5) The number of hours per week the applicant received direct, face-to-face supervision from the supervisor.
- (6) The exact beginning and ending dates of the supervisor's supervision of the applicant.
- (7) A brief description of the applicant's experience while under the supervisor's supervision.
- (8) A brief statement by the supervising psychologist describing the psychologist's professional qualifications.
- (9) The total number of hours of direct patient contact by the applicant.
- (10) The total number of hours of supervised experience completed by the applicant.
- (11) A statement by the supervisor indicating whether or not the supervised experience was satisfactorily completed.
- (12) The signature of the supervisor attesting to the truthfulness of the statements made on the form.

(State Psychology Board; 868 IAC 1.1-13-4; filed May 8, 1992, 5:00 p.m.: 15 IR 1961; readopted filed Apr 23, 2001, 11:30 a.m.: 24 IR 2896)

Rule 14. Disciplinary Actions

868 IAC 1.1-14-1 Costs in disciplinary actions

Authority: IC 25-33-1-3

Affected: IC 25-33-1-3

Sec. 1. Persons who have been subjected to disciplinary sanctions by the board of examiners in psychology shall be responsible for the payment of costs of such disciplinary proceedings including, but not limited to, costs for:

- (1) court reporters;
- (2) transcriptions;
- (3) certifications; notarizations;
- (4) photoduplication;
- (5) witness attendance and mileage fees;
- (6) postage for mailings required by law;
- (7) expert witnesses;
- (8) depositions.

(State Psychology Board; 868 IAC 1.1-14-1; filed Nov 10, 1987, 9:25 am: 11 IR 1296; readopted filed Apr 23, 2001, 11:30 a.m.: 24 IR 2896)

Rule 15. Continuing Education

868 IAC 1.1-15-1 “Category I continuing education courses” and “Category II continuing education activities” defined

Authority: IC 25-33-1-3; IC 25-33-2-5

Affected: IC 25-33-2

Sec. 1. (a) As used in this rule, “Category I continuing education courses” includes the following:

- (1) Formally organized courses.
- (2) Workshops.
- (3) Seminars.
- (4) Symposia.
- (5) Postdoctoral institutes.

(6) Home study programs, including approved computer, audio, and video instructional programs, designed by board-approved organizations and subject to board verification and approval procedures, not to exceed ten (10) credit hours per license period.

(b) As used in this rule, “Category II continuing education activities” includes the following:

- (1) Journal clubs, colloquia, invited speaker sessions, in-house seminars, and case conferences that are specifically designed for training or teaching.
- (2) Programs offered at professional or scientific meetings that are relevant to psychology.
- (3) Individualized learning, including:
 - (A) approved audio and video instructional programs;
 - (B) formal professional supervision; and
 - (C) preparation for teaching or creating formally organized courses, workshops, seminars, symposia, postdoctoral institutes, books, articles, or home study programs on the diagnosis and treatment of mental and behavioral disorders for health care professionals, not to exceed ten (10) credit hours per license period.

Individualized learning does not include administrative supervision.

(State Psychology Board; 868 IAC 1.1-15-1; filed May 10, 1994, 5:00 p.m.: 17 IR 2339; filed Apr 24, 2000, 12:13 p.m.: 23 IR 2242; readopted filed Apr 23, 2001, 11:30 a.m.: 24 IR 2896)

868 IAC 1.1-15-2 “License period” defined

Authority: IC 25-33-1-3; IC 25-33-2-5

Affected: IC 25-33-2

Sec. 2. “License period” means the two (2) year period beginning on September 1 of even-numbered years, and every two (2)

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years thereafter. (*State Psychology Board; 868 IAC 1.1-15-2; filed May 10, 1994, 5:00 p.m.: 17 IR 2339; readopted filed Apr 23, 2001, 11:30 a.m.: 24 IR 2896*)

868 IAC 1.1-15-3 Credit hours

Authority: IC 25-33-1-3; IC 25-33-2-5

Affected: IC 25-33-2

Sec. 3. Credit hours shall be awarded as follows:

- (1) A course presented by a college under a regular curriculum is awarded one (1) credit hour for each lecture hour attended.
- (2) Colloquia, invited speaker sessions, in-house seminars, and case conferences that are specifically designed for training or teaching are awarded one (1) credit hour for each hour attended.
- (3) Attendance at a meeting of a journal club is awarded one (1) credit hour for each hour attended.
- (4) Individualized learning that is provided by an approved organization is awarded the same number of credit hours given to courses provided by a college. If the approved organization does not assess credit hours to a course under this subdivision, the course is awarded one (1) credit hour for each hour of study material.
- (5) Individualized learning in the form of formal professional supervision must be approved by the board and is awarded one (1) credit hour for each hour of supervision. Only face-to-face individual supervision is eligible for continuing education credit.
- (6) The following are awarded one (1) credit hour for each hour attended:
 - (A) Programs offered at professional or scientific meetings that are relevant to psychology.
 - (B) Formally organized courses.
 - (C) Seminars.
 - (D) Symposia.
 - (E) Postdoctoral institutes.
 - (F) Workshops.

(7) Courses in the management of the business aspects of the practice of psychology do not qualify for continuing education credit.

(*State Psychology Board; 868 IAC 1.1-15-3; filed May 10, 1994, 5:00 p.m.: 17 IR 2339; readopted filed Apr 23, 2001, 11:30 a.m.: 24 IR 2896*)

868 IAC 1.1-15-4 Approved organizations

Authority: IC 25-33-1-3; IC 25-33-2-5

Affected: IC 25-33-2

Sec. 4. The following organizations are approved organizations for the purpose of sponsoring continuing education courses without making further application to the board:

- (1) American Association for Behavior Therapy.
- (2) American Association of Marriage and Family Therapists.
- (3) American Association on Mental Deficiency.
- (4) American Association of Sex Educators, Counselors, and Therapists.
- (5) American Board of Professional Psychology.
- (6) American Counseling Association.
- (7) American Medical Association.
- (8) American Orthopsychiatric Association.
- (9) American Psychiatric Association.
- (10) American Psychological Association.
- (11) American Group Psychotherapy Association.
- (12) Association for Advancement of Behavior Therapy.
- (13) Association of State and Provincial Psychology Boards.
- (14) Feminist Therapy Institute.
- (15) National Association of Social Workers.
- (16) Rational-Emotive Institute.

- (17) Society for Sex Therapy and Research.
- (18) Society of Behavioral Medicine.
- (19) Council on Postsecondary Education.
- (20) Federal, state, and local governmental agencies.
- (21) Joint Commission on Accreditation of Healthcare Organizations.
- (22) United States Department of Education.
- (23) A national psychological association.
- (24) A national, regional, state, district, or local organization that operates as an affiliated entity under the approval of any organization listed in subdivisions (1) through (23).
- (25) A college or other teaching institution accredited by the United States Department of Education or the Council on Postsecondary Education.

(State Psychology Board; 868 IAC 1.1-15-4; filed May 10, 1994, 5:00 p.m.: 17 IR 2339; readopted filed Apr 23, 2001, 11:30 a.m.: 24 IR 2896)

868 IAC 1.1-15-5 Application for approval as continuing education sponsor

Authority: IC 25-33-1-3; IC 25-33-2-5

Affected: IC 25-33-2

Sec. 5. (a) Individuals or organizations applying for approval as sponsors of Category I continuing education courses must submit a written application for approval at least thirty (30) days prior to the date of the individual's or organization's presentation of a program for continuing education credit. Programs presented:

- (1) prior to the receipt of approval; or
- (2) after the withdrawal or termination of approval of the individual or organization;

by the board shall not count toward continuing education requirements.

(b) The written request for approval shall include the following:

- (1) The name of the sponsoring individual or organization.
- (2) The address and telephone number of the individual or organization.
- (3) The following for organizations:
 - (A) A description of the specific purposes for which the organization was formed.
 - (B) For each individual in the organization with direct responsibility for the training activities of the organization, a vita or resume listing all educational and relevant work experience.
- (4) For individuals, a vita or resume listing all educational and relevant work experience.
- (5) A list of each educational program presented or sponsored by the individual or organization for one (1) year prior to the date of the request for approval.
- (6) For each program listed under subdivision (5), the following:
 - (A) The date and location of the program.
 - (B) A brief summary of the content of the program.
 - (C) The name and the academic and professional background of the lecturer.
 - (D) The number of clock hours of continuing education credit granted by a state licensing or similar regulatory authority for the program.

(7) A description of the course evaluation technique utilized for all educational programs.

(8) A sample of the certificate awarded for the completion of all educational programs, if available.

(9) A list of all programs anticipated to be presented or sponsored during the requested approval period, if available.

(10) A description of the procedure to be utilized for monitoring and documenting attendance.

(c) The individual or organization is responsible for monitoring attendance in such a way that verification of attendance throughout the program can be reliably assured.

(d) Approval of the individual or organization will be valid for a maximum period of two (2) years. The individual or organization is responsible for applying to the board for approval.

(e) Continuing education courses may be evaluated after presentation or participation if a written request is submitted in the form and manner required by the board. *(State Psychology Board; 868 IAC 1.1-15-5; filed May 10, 1994, 5:00 p.m.: 17 IR 2340; filed Apr 24, 2000, 12:13 p.m.: 23 IR 2242; readopted filed Apr 23, 2001, 11:30 a.m.: 24 IR 2896)*

868 IAC 1.1-15-6 Application by psychologist for approval of credit hours

Authority: IC 25-33-1-3; IC 25-33-2-5

Affected: IC 25-33-2

Sec. 6. If a psychologist applies for approval of a course the psychologist attended which was not previously approved by the board, the psychologist must submit the following:

- (1) The name of the sponsor.
- (2) A description of the course as produced by the course sponsor.
- (3) The date and location of the course.
- (4) The names of all presenters and their credentials.
- (5) Verification of attendance.
- (6) The number of hours for which credit is requested.

(State Psychology Board; 868 IAC 1.1-15-6; filed May 10, 1994, 5:00 p.m.: 17 IR 2340; readopted filed Apr 23, 2001, 11:30 a.m.: 24 IR 2896)

868 IAC 1.1-15-7 Verification of attendance

Authority: IC 25-33-1-3; IC 25-33-2-5

Affected: IC 25-33-2

Sec. 7. Organizations or individuals approved to offer Category I continuing education courses shall provide each attendee with verification of attendance which shall include the following:

- (1) A record of the number of hours spent in the continuing education course.
- (2) The name of the course or a description of the subject matter presented.
- (3) The name of the sponsoring organization or individual.
- (4) The date and location of the program.

(State Psychology Board; 868 IAC 1.1-15-7; filed May 10, 1994, 5:00 p.m.: 17 IR 2341; readopted filed Apr 23, 2001, 11:30 a.m.: 24 IR 2896)

868 IAC 1.1-15-8 Application of credit hours

Authority: IC 25-33-1-3; IC 25-33-2-5

Affected: IC 25-33-2

Sec. 8. Credit hours may be applied only toward the credit hour requirement for the license period during which the credit hours are earned. *(State Psychology Board; 868 IAC 1.1-15-8; filed May 10, 1994, 5:00 p.m.: 17 IR 2341; readopted filed Apr 23, 2001, 11:30 a.m.: 24 IR 2896)*

868 IAC 1.1-15-9 Renewal

Authority: IC 25-33-1-3; IC 25-33-2-5

Affected: IC 25-33-1-5.1; IC 25-33-1-10; IC 25-33-2

Sec. 9. (a) The board will deny renewal of the license of a psychologist who has received a health service provider endorsement under IC 25-33-1-5.1(c) and who fails to comply with this rule.

(b) If a psychologist has not complied with the continuing education requirements for the license period, the psychologist shall acquire the required number of credit hours prior to renewal of the psychologist's license.

(c) Credit hours acquired by a psychologist under this section shall not apply to the credit hour requirement for the current license period in which the credit hours are acquired. *(State Psychology Board; 868 IAC 1.1-15-9; filed May 10, 1994, 5:00 p.m.: 17 IR 2341; readopted filed Apr 23, 2001, 11:30 a.m.: 24 IR 2896)*

868 IAC 1.1-15-10 New licensees

Authority: IC 25-33-1-3; IC 25-33-2-5

Affected: IC 25-33-1-5.1; IC 25-33-2

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Sec. 10. If a new license holder, who has received health service provider endorsement under IC 25-33-1-5.1(c), is licensed during the first year of the biennial continuing education period, he or she is required to complete only twenty (20) hours of continuing education for renewal. If a new license holder is licensed during the second year of the biennial continuing education period, he or she will be exempt from meeting the continuing education requirement for the first license renewal. (*State Psychology Board; 868 IAC 1.1-15-10; filed May 10, 1994, 5:00 p.m.: 17 IR 2341; readopted filed Apr 23, 2001, 11:30 a.m.: 24 IR 2896*)

868 IAC 1.1-15-11 License period; number of hours required

Authority: IC 25-33-1-3; IC 25-33-2-5

Affected: IC 25-33-2

Sec. 11. (a) During each two (2) year license period, a psychologist endorsed as a health service provider in psychology must complete at least forty (40) hours of continuing education of which at least twenty (20) hours must be in Category I courses.

(b) A psychologist may not earn more than twenty (20) Category II credit hours toward the requirements under this section.

(c) Effective for the license period beginning September 1, 2002, and every license period thereafter, a psychologist must earn at least six (6) hours of continuing education in ethics, a minimum of three (3) hours of which must be Category I courses. (*State Psychology Board; 868 IAC 1.1-15-11; filed May 10, 1994, 5:00 p.m.: 17 IR 2341; filed Apr 24, 2000, 12:13 p.m.: 23 IR 2243; readopted filed Apr 23, 2001, 11:30 a.m.: 24 IR 2896; filed Oct 9, 2001, 4:30 p.m.: 25 IR 812*)

868 IAC 1.1-15-12 Renewal; form required

Authority: IC 25-33-1-3; IC 25-33-2-5

Affected: IC 25-33-1-5.1; IC 25-33-2

Sec. 12. An application for renewal of a license must contain a sworn statement signed by the licensed psychologist who has received a health service provider endorsement under IC 25-33-1-5.1(c) attesting that the psychologist has fulfilled the continuing education requirements under IC 25-33-2. (*State Psychology Board; 868 IAC 1.1-15-12; filed May 10, 1994, 5:00 p.m.: 17 IR 2341; filed Apr 24, 2000, 12:13 p.m.: 23 IR 2243; readopted filed Apr 23, 2001, 11:30 a.m.: 24 IR 2896*)

868 IAC 1.1-15-13 Monitoring of programs; noncompliance; requirements for reinstatement

Authority: IC 25-33-1-3; IC 25-33-2-5

Affected: IC 25-33-2

Sec. 13. The board may monitor or review any continuing education program previously approved by the board and upon evidence of significant variation in the program presented from the program approved, or if the board determines that the sponsor does not otherwise meet the requirements of this rule or IC 25-33-2, the board shall:

(1) provide written notification to the organization or individual of the noncompliance specifying the items of noncompliance and the conditions of reinstatement; and

(2) deny credit hours awarded by the organization from the time that the organization receives a notice until the date of reinstatement.

(*State Psychology Board; 868 IAC 1.1-15-13; filed May 10, 1994, 5:00 p.m.: 17 IR 2341; readopted filed Apr 23, 2001, 11:30 a.m.: 24 IR 2896*)

868 IAC 1.1-15-14 Continuing education; license invalid for more than 3 years

Authority: IC 25-33-1-3

Affected: IC 25-33-1-10

Sec. 14. (a) In order to comply with IC 25-33-1-10(d)(3), the holder of a license that has been invalidated under IC 25-33-1-10 for more than three (3) years must submit proof of having completed a total of twenty (20) clock hours of continuing education for each year or partial year of delinquency.

(b) The continuing education must be relevant to the psychologist's area of practice.

(c) For purposes of this section, continuing education may not include courses in practice management.

(d) Continuing education shall be counted from the date of the invalidation of the certificate to practice psychology.

GENERAL PROVISIONS

(e) Verification of completion of the continuing education hours must be supplied by the program to the board in the form of a certificate of attendance or transcript of credit earned. *(State Psychology Board; 868 IAC 1.1-15-14; filed May 10, 1994, 5:00 p.m.: 17 IR 2342; readopted filed Apr 23, 2001, 11:30 a.m.: 24 IR 2896)*

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