

OBOP Standard Application Checklist

As you approach graduation it is important to know any documents that arrive prior to your application, will only be held for up to six months, and background checks must be done no more than 90 days prior. For those who will be completing their residency experience in the State of Oregon: Applicants must submit a proposed resident supervision contract along with your application materials and wait for written Board approval of both before rendering any psychological services or using the title “psychologist resident.” Practicing psychology without a Board-approved contract will result in your work completed not counting towards the post-doctoral supervised work experience required for licensure and could also subject you and your supervisor to sanction for unlicensed practice. After submitting your application, **You will want to log into the Applicant Portal regularly to check the status of your application documents/forms.** All application forms, fees and background check information must be submitted to the Board before your application is considered complete. Documents and forms are not reviewed until after an application is complete. It may take 2-4 weeks to review all documentation.

☐ **Online Application – Start here.** All applicants are required to fill out an online application. The application is not considered complete until payment has been made. A complete list of what the board has received will not be available until the application has been submitted. Please visit the [Applicant Portal](#) to create your account and complete this first step.

Applicant Portal: <https://obop.us.thentiacloud.net/webs/obop/application/#/login>

☐ **Transcript** – Please have your official doctoral transcript(s) with the degree conferral date sent directly to the Board from the institution or transcript service your college uses. Please have them emailed to: psychology.board@mhra.oregon.gov, or physically mailed to 3218 Pringle Road SE, Ste. 130, Salem, OR 97302. **Email is the preferred method of delivery.**

☐ **Supervisor Reference Form(s) - Internship** – One reference form from each person who served as a primary supervisor during your internship supervised work experience.
https://www.oregon.gov/psychology/Documents/Supervisor_Reference.pdf

☐ **Supervisor Reference Form(s) – Post-Doc Residency** – One reference form from each person who served as a primary supervisor during your post-doctoral supervised work experience.
https://www.oregon.gov/psychology/Documents/Supervisor_Reference.pdf

☐ **License Verifications** - Official license verification for each health care professional license or registration, current or expired. Make sure to have the licensing Board send verifications directly to the Oregon Board. Applicants cannot send documents on behalf of a licensing Board. If the applicant has not been licensed in any other jurisdictions, this is not required.

☐ **Resident Supervision Contract** (If Applicable)- While obtaining post-doctoral supervised work experience, a candidate for licensure must be in a Board-approved Resident Supervision Contract. Applicants may submit contracts along with their online application, or following submission, via the Applicant Portal. Note: Applicant contracts cannot be approved until the application is approved. Applicant Portal: <https://obop.us.thentiacloud.net/webs/obop/application/#/login>

☐ **Background Check**- Applicant background check results must be received and reviewed before the application may be approved. Criminal Background Checks are only valid for 90 days without a submitted application. Please make sure the application has been submitted to the board within 90 days of having your fingerprinting done.

Please refer to the Fingerprinting instructions:

https://www.oregon.gov/psychology/Documents/Fingerprint_Instructions.pdf

For additional information please see our FAQ:

https://www.oregon.gov/psychology/Documents/Fingerprinting_FAQ.pdf

☐ **Foreign Degrees**- For applicants who were trained abroad and are not licensed or licensed less than 5 years as a psychologist will need to apply using the standard method. In addition, these applicants will also need to provide the additional documentation below.

A foreign degree applicant who has maintained an active license, to practice psychology issued by a Board that is a member jurisdiction of the Association of State and Provincial Psychology Boards based on a doctoral degree, for a minimum of 5 years can apply using the endorsement method. The 5 years of licensure experience must be as an independent practitioner who does not hold a conditional license or need supervised clinical experience as a condition of the license. The following additional forms are needed for foreign degree applicants:

☐ Educational Record in Psychology Form

☐ Internship Site Director Reference Form

☐ University Director of Training Form

☐ Degree Evaluation performed by a Board recognized credentialing body.

OAR858-010-0017 on Endorsement:

<https://secure.sos.state.or.us/oard/viewsinglerule.action?rulevrsnrsn=307302>

Acceptable Foreign degree verification services: www.oregon.gov/psychology/documents/foreign_degree.pdf

When all necessary items are received, your application is ready for review and will be processed by the Board's office. You will be notified if additional information is needed. The review process may take up to two weeks. Extenuating circumstances may extend this time. You will receive notification when your application has been approved. After this, you may request to sit for the EPPP and the OJE. You may view the status of documents received by logging into the [Applicant Portal](#) and clicking "Review Documents." Please allow some time following initial application submission for this list to be updated as they are not automatically updated.

Forms are found on the [Applying for Licensure](#) webpage under "Required Forms" –

Apply - <https://www.oregon.gov/psychology/pages/Apply.aspx>

Forms - <https://www.oregon.gov/psychology/Pages/Forms.aspx>