

Nationally Certified School Psychologist

Application and Information for Graduates of NASP-Approved Programs*





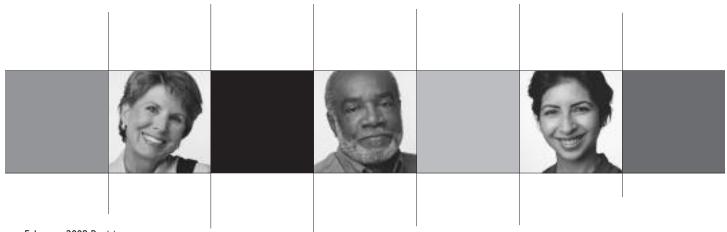


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National School Psychology Certification System National Association of School Psychologists

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www.nasponline.org/certification



GENERAL INFORMATION



The National Association of School Psychologists (NASP) created the National School Psychology Certification System (NSPCS) for the purpose of credentialing school psychologists who meet a nationally recognized standard. The NSPCS is open to members of NASP as well as to nonmembers. The administration of the NSPCS is vested under the authority of the National School Psychology Certification Board (NSPCB).

What is a Nationally Certified School Psychologist (NCSP)?

Individuals who successfully meet the credentialing standards established by the NSPCS are entitled to use the designation Nationally Certified School Psychologist or NCSP (NASP Policy adopted by the Delegate Assembly April, 1988). Any individual who uses this designation or represents himself or herself as a Nationally Certified School Psychologist without having fulfilled the requirements of this certification process is deemed to be in violation of NASP's *Principles for Professional Ethics* and may be denied the right to future certification or may be subject to legal action.

Specific goals of the National School Psychology Certification System include the following:

- To promote uniform credentialing standards across states, agencies and training institutions.
- To monitor the implementation of NASP credentialing standards at the national level.
- To promote continuing professional development (CPD) for school psychologists.
- To facilitate credentialing of school psychologists across states through the use of reciprocity.
- To ensure a consistent level of training and experience in service providers who are nationally certified.
- To promote the utilization of NASP Standards for Training and Field Placement Programs in School Psychology by training institutions.
- To encourage individual members to seek national certification.

Qualification Standards

To qualify for national certification, a school psychologist must meet established standards of the National Association of School Psychologists (NASP):

- Standards for Training and Field Placement Programs in School Psychology, 2000
- Standards for the Credentialing of School Psychologists
- Standards for the Provision of School Psychological Services, 2000; and Principles for Professional Ethics, 2000

These documents may be viewed on the NASP website at www.nasponline.org/certification/standards.html.



REQUIREMENTS FOR NATIONAL CERTIFICATION

Note: Your NCSP application cannot be reviewed unless clear evidence is provided that the following requirements are met.

Program Requirements

- Completion of an organized program of study that is officially titled "School Psychology."
- Completion of 60 graduate semester/90 quarter hours of study in school psychology. At least 54 graduate semester/81 graduate quarter hours must have been exclusive of credit for the supervised internship experience.

Internship

Successful completion of a 1200-hour internship in school psychology, of which at least 600 hours must be in a school setting. The internship must be recognized through institutional (transcript) documentation. Individuals who graduated prior to December 31, 1994 from a training program that did not offer a 1200-hour internship may complete a Field-Based Internship. Contact **cert@naspweb.org** for additional information on documentation for graduation or internship served prior to December 31, 1994.

Examination

Applicants must achieve a passing score (660) on the School Psychologist Praxis II Examination administered by the Educational Testing Service (ETS). Test scores remain valid for nine (9) years after the test. Test scores older than nine (9) years are considered expired and require the re-taking of the examination. The School Psychologist test, code 10400, is administered through the Praxis Series of Educational Testing Service. ETS publishes Tests at a Glance that contains content outlines, sample questions with rationale for the best answers, and test-taking strategies. It is located at ftp://ftp.ets.org/pub/tandl/0400.pdf.

Continuing Professional Development Required to Maintain Certification

All School Psychologists who hold the NCSP must actively engage in activities designed to maintain, expand, and extend their professional training and skills. In order to meet this requirement, the NCSP must complete at least 75 contact hours of continuing professional development within a 36-month period. Continuing professional development hours can be earned through a variety of activities. At the end of each three year period, the NCSP credential must be renewed by verifying that the minimum CPD requirements have been met. The renewal fee covers application processing, directory maintenance and other administrative costs.

APPLICATION PROCESS



The application process for national certification requires submission of the application and supporting documentation, including the score obtained on the ETS-School Psychologist Examination (Praxis II). The application process is managed by the NASP office. The entire cycle of review, analysis of material and subsequent feedback to the applicant may take two to three months from the time the application is received. We appreciate the patience of all applicants and we endeavor to process all applications in a timely manner. You will receive written notification when your application has been reviewed.

NCSP Application Fee

This nonrefundable fee is payable to NASP. If a nonmember of NASP becomes a member of NASP when submitting the application, then the NASP member fee will apply. This fee covers the cost of application materials, credential review, record updates, maintenance of the online Directory, and other mailings. The rates are as follows:

•	Student/Transition NASP member	\$50.00
•	Regular NASP member	\$100.00
•	Nonmember	\$200.00

ETS-School Psychologist Examination

The examination required by the National School Psychology Certification System is the School Psychologist Praxis II Examination, Test #10400, owned and administered by the Educational Testing Service (ETS) as part of the Praxis II Series. This examination was developed jointly by NASP and ETS in 1987 and is reviewed annually. NASP participated in the process in a technical and professional consulting role.

Test registration materials for the School Psychologist Examination are available through the Educational Testing Service or through most college and university testing centers. Registration materials are contained in the document entitled **Bulletin of Information**. ETS may be reached at (800) 772-9476. The ETS mailing address is P.O. Box 6051, Princeton, NJ 08541-6051. Schedules of test administration are contained in the ETS registration materials. Special administration(s) of the examination are possible, upon request. You may also receive this information and register online at: **www.ets.org/praxis**.

Both the application for the examination and the fee are sent directly to ETS. When applying to take the examination, you must include the R1549 on your national examination "Critical Information Form" and answer sheet so that NASP will receive your test results. This code is also listed in the ETS Bulletin of Information. At the request of the test applicant, ETS will mail an official score report of a prior examination directly to NASP must receive an official score report directly from ETS. Copies of a score report will not be accepted. For individuals seeking national certification, the examination must be passed within nine (9) years of the initial Board review date. Score reports will be maintained by NASP as confidential information.

Note: A passing score is set by the National School Psychology Certification Board (NSPCB) upon recommendation of the NASP examination validation panel. The passing score utilized by the NSPCB may differ from passing scores selected by individual state certification boards for use with state certification. The passing score is reviewed annually by the NSPCB and modified as warranted.



APPLICANTS FROM PROGRAMS RECEIVING NASP APPROVAL SUBSEQUENT TO GRADUATION

The following information applies to applicants for the NCSP who graduated from/completed a school psychology program *no more than one calendar year* prior to the effective date of NASP approval for the program.

Individuals completing a school psychology program that received NASP approval subsequent to graduation/program completion must submit a letter from the Program Coordinator/Director that attests to the equivalency between the program from which the applicant graduated and the program subsequently approved by NASP. This letter must specifically address (1) changes implemented in the program between the date the applicant completed the program and the date of NASP approval, (2) whether the applicant completed additional studies to address those changes, and (3) the equivalency of the individual's coursework, practica, internship and evaluation with those of students completing the approved program.

Submission of a letter, as described above, does not assure approval of the application for the NCSP. It will, however, be given serious consideration within the review and decision-making process.

Please follow the Application Checklist for Graduates of NASP-Approved Programs. If it is determined that the applicant has not met the requirements for a NASP-Approved Program, the applicant will be asked to submit documentation specified in the Application Checklist for Graduates of Non-NASP-Approved Programs.

APPLICATION CHECKLIST FOR GRADUATES OF NASP-APPROVED PROGRAMS



All of the information listed below must be included with the application. Incomplete applications cannot be considered.

Official transcripts of all graduate study. Official transcripts have either a raised seal or a colored ink stamp. May be issued to student but should remain in sealed envelope.
Application fee payable to the National Association of School Psychologists.
Application Payment Form (nonrefundable).
Application Form (Personal Data, Sections I–VI).
Verification of Completion of School Psychology Program Form—MUST BE SIGNED BY PROGRAM DIRECTOR.
Internship Verification Form—MUST BE SIGNED BY FIELD BASED SUPERVISOR AND UNIVERSITY BASED SUPERVISOR.
Praxis II School Psychologist Examination score report—MUST BE RECEIVED BY NASP DIRECTLY FROM ETS.
If applicable—Copy of current valid state or other professional school psychology certification/license (For Directory Use Only).

Please keep a copy of all paperwork submitted and send the originals to NASP. Applicants are encouraged to use tracking or return receipt mail if you would like confirmation that the application was received by NASP. We cannot be held responsible for lost or misdirected mail.

Please send all materials to:

National School Psychology Certification System National Association of School Psychologists 4340 East West Highway, Suite 402 Bethesda, MD 20814



APPLICATION PAYMENT FORM

Nonrefundable Fee

Name					
First	Midd	le L:	ast	(Maiden/Previous Name Use	ed)
Mailing Address					
Street					
City				State Zip	
Currently a NASP Mer	mber: □Yes □] No			
NASP Member #					
Application Fee (No	onrefundable)): (CHECK ONE)			
☐ \$50 Student/ Transit	ion Member	□ \$100 NASP Mei	mber	□ \$200 Nonmember	
I understand that this	is a nonrefunda	ble fee. Please initial	here		
Payment: (CHECK C	DNE)				
☐ Check					
☐ MasterCard ☐ VI	SA				
Card #				Expiration Date	
Name as It Appears or	n Credit Card_				
Signature				Date	

Send this Application Payment Form, with pages 7-12 of this booklet, and fee to:

National School Psychology Certification System National Association of School Psychologists 4340 East West Highway, Suite 402 Bethesda, MD 20814

PLEASE STAPLE CHECK HERE

I. DEMOGRAPHIC DATA

Personal Data, Section I-VI



(Please type or print as	s you wish it to appear ir	the Directory.)		
Name First	Middle	Last	(Maiden/Pr	revious Name Used)
Mailing Address Street	:			
City			State	Zip
Telephone (Work)		(Home)		
E-Mail Address (Work)		(Home)		
	not give permission for the through the NASP User S			CSP Directory,
II.WORK EXPERIE	NCE			
Primary Place of Emplo	pyment			
Job Title				
Languages You Speak F	luently			
Will you be awarded a	stipend or salary increas	e for holding the NC	SP Credential?	? □YES □ NO
If Yes, what is the amou	ınt or percentage of the	stipend?		
What is the name of tl	ne school district or emp	loyer providing that s	stipend increas	e?
If this amount will chang	ge in future years, please d	escribe that change (i.e	e., graduated inc	crease, one-time only)
Describe any other be the NCSP credential.	nefits provided by the scl	nool district/state awa	arded to schoo	ol psychologists with
III. PRAXIS II SCHO	OOL PSYCHOLOGIS	T EXAMINATION		
Please indicate the date	e you took or will take th	ne ETS Praxis II Schoo	ol Psychologist	Exam(MM/DD/Year)
Name the test was tak	en under if different fron	n name on application	1	

Please note that NASP must receive an official score report from ETS. Please contact ETS at (800) 772-9476 to have an official score report sent to NASP (Recipient code: R1549).

OPTIONAL—FOR RESEARCH PURPOSES ONLY							
Gender:	☐ female	□ male					
Ethnicity: American Indian or Alaska Native Asian-American or Pacific Islands							
	☐ Black/Afric	an-American	☐ Latino ☐ White	/Caucasian			
	☐ Other (Spe	ecify)					
IV. EDU	CATION AN	D TRAINING					
	•	•	ree first, followed by otladuate hours (semes	•	•		
DEGREE (Example)		_E/AREA	INSTITUTION	DATE	GRADUATE HOURS Semester Quarter		
EdS		Psychology	Hometown U	1985	60	90	
	_						
		Total Hours in S	School Psychology (Exc	luding Internship)			
		Total Internship	Credit Hours				
		Total Other Gr	aduate Hours				
		Total					
V. CERT	FICATION	AND LICENS	URE				
		urrent certificate/	es/licenses that you we license.	ould like listed in t	the NCSP D	irectory.	
Certifica	tion						
Exact Title	e of Certificate	<u> </u>					
			Certificate Number _				
Date 1330	.u						
Licensur	e						
Exact Title	of License						
			License Number				
	ditional sheet						
(recueil at	siicet						

VI.VALIDATION

Ha	ve you ever:
Ι.	Been found in violation of ethical principles by an ethics or professional practices board? \square YES \square NO
2.	Voluntarily surrendered a professional credential in response to an ethics charge? \square YES \square NO
3.	Received disciplinary action from an ethics or professional practices board? \square YES \square NO
4.	Had a professional credential revoked, suspended or limited by an ethics or professional practices board? $ \Box {\sf YES} \ \Box {\sf NO} $
5.	Been convicted of, or pleaded guilty or nolo contendere to a felony, misdemeanor or other offense, other than a minor traffic offense, in a federal, state or municipal court? \Box YES \Box NO
6.	Received formal disciplinary action by an employer or supervisor based wholly or in part on ethical issues? \Box YES \Box NO
on	the answer to any of the above questions is "yes," please provide a complete explanation a separate page(s). The matter will be referred to the NASP Ethics and Professional actices Committee prior to submission of your materials.
N	erify that the information herein is true and accurate. I further affirm that I will abide by ASP Principles for Professional Ethics and agree to submit to NASP procedures for iudication of alleged violations of same.
Sig	nature Date



VERIFICATION OF COMPLETION OF SCHOOL PSYCHOLOGY PROGRAM FORM

Applicant's Name		
Address		
University		
Date All Program Requirements Complete	ed	
I verify that:		
 The applicant identified above complete was officially titled "school psychology" YES NO The applicant completed sufficient couprogram in order to allow for evaluati	" and was clearly identifiable as an or ursework and field experience within ion of his or her knowledge and profe osychology included at least 60 gradu thool psychology with at least 54 grad	rganizational unit: the context of this essional competency: ate semester hours (90 duate semester hours
 YES □ NO 4. The candidate has completed a sequer experiences that were distinct from ar to develop and evaluate mastery of dis □ YES □ NO 	nd occurred prior to the internship a stinct professional skills:	nd that were designed
5. The applicant completed at least 1,200 school setting:☐ YES ☐ NO	O hours of supervised internship with	at least 600 hours in a
 6. The applicant has demonstrated profes communication skills effective interpersonal relations ethical responsibility YES \(\subseteq \text{ NO} \) 	adaptabilityinitiative and dependabrespect for human dive	ility
7. What is the title of the degree posted on student's graduation NASP-Approved? YES NO I verify that the above information is misrepresentation may result in action NASP Program Approval Board.	and was this course of st	that
Program Director (Please print)	Director's Signature	Date
Official Title of Program (Please print)	Name of Institution	
Mailing Address		
Telephone #	E-Mail Add	ress

INTERNSHIP VERIFICATION FORM



DEMOGRAPHIC INFORMATION

Name				
First	Middle	Last	(Maiden/Prev	vious Name Used)
INTERNSHIP INFOI (Use a separate sheet for				
School District/Site Nar	ne			
Address				
Name of Field-Based Su	pervisor			
Name of University-Bas	ed Supervisor			
Internship Start Date		Finish	Date	
Total Clock Hours	Total Clock Hou	rs in a School Set	ting st (if different fr	om total)
	on average at least two ho ce, individualized) supervi	•	□YES □ N	IO
Did the intern successfully	complete the internship:		□YES □ N	Ю
THIS SECTION MUS	ST BE COMPLETED A	AND SIGNED I	BY UNIVERSITY	'INTERNSHIP
-	or Information: (Supe ool psychologist in the		_	
Are you a credentialed : Are you an NCSP (Nati	school psychologist? onally Certified School P	sychologist)?	□YES □ N	
License/Certificate Affilia	ation and Number			
If a portion of the intere Are you a licensed psyc	nship took place in a non hologist?	school setting:	□YES □ N	10
License/Affiliation and N	lumber			
I certify that all of the	above information on	this verification	form is accurate	and true.
Internship Field-Based S	upervisor Signature	Date	Area	Code/Number
University-Based Superv	visor Signature	 Date		Code/Number

^{*}A school setting is defined by the NASP standards as: A setting in which the primary goal is the education of P-I2 students of diverse backgrounds, characteristics, abilities, disabilities, and needs. The school setting has available an internal or external pupil services unit that includes at least one credentialed school psychologist and provides a full range of services.



About the National Association of School Psychologists

NASP is the largest, most influential organization of school psychologists in the world, representing nearly 25,000 members. NASP supports the efforts of its members and other stakeholders by providing resources and services that:

- Serve the mental health and educational needs of all children and youth.
- Promote prevention and early intervention, problem-solving approaches and collaboration, and research-based strategies and programs.
- Encourage and provide opportunities for the professional growth of individual members.
- Inform the public about the services and practice of psychology in schools.
- Advance the standards of the profession of school psychology.

Join NASP!

Becoming an NCSP does not automatically make you a member of NASP. Neither is membership in NASP required to become an NCSP. However, NASP membership is an important professional advantage and responsibility. It is an easy and essential way to improve your skills, advance the profession, and promote quality services for children and youth.

Among others, member benefits include:

- Discounts on NCSP application and renewal fees. (See page 3 for fees.)
- Annual subscriptions to Communiqué and School Psychology Review, printed and online versions.
- Discounts on professional liability insurance.
- Access to a wide range of online practice and research resources for members only.
- Special member rates on NASP publications.
- Access to discounted convention fees and free online CPD modules.
- Opportunities to network with colleagues from around the country.
- Ability to participate in the mission and leadership of the Association.

For further information or to join NASP, visit www.naspwebservices.org or call (866) 331-NASP (6277).

Key NASP Web Links

Main site: www.nasponline.org

Member Services: www.naspwebservices.org Publications: www.nasponline.org/store

Certification: www.nasponline.org/certification

NASP Center: www.naspcenter.org

NASP Career Center: www.naspcareercenter.org

NOTES



ase this page to record when you obtain signatures, request transcripts, take the E13 exam, ail forms to your supervisor, submit application to NASP, etc.					

Information for Graduates From Non-NASP-Approved Programs

Graduates from non-NASP-approved programs may also apply for the NCSP, although the application and documentation process is more involved and requires a different application booklet and form. For the application for graduates of non-NASP-approved programs and further information visit **www.nasponline.org/certification**.

NCSP—PROMOTING EXCELLENCE IN SCHOOL PSYCHOLOGY



NATIONAL ASSOCIATION OF SCHOOL PSYCHOLOGISTS

