



Candidate Information Booklet

# **Psychology Laws and Rules Examination**

Computer-Based Test (CBT)

*Effective September 15, 2015*

This Candidate Information Booklet (CIB) contains the procedural information which will assist you in taking this examination.

Please review carefully.

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### **Statement of Non-Discriminatory Policy**

**The Department of Health does not discriminate among candidates on the basis of age, sex, race, religion, national origin, handicap, or marital status.**

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This edition of the Candidate Information Booklet supersedes all previous editions. Please save this document for future reference.

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# Section 1: Administrative Policies

## 1.1 Fees and Scheduling Procedures

You must apply to the Board of Psychology office and be approved by the board office prior to scheduling an examination. *Contact information for the board appears on last page of this booklet.*

After you receive your notification of eligibility from the board office or Operational Support Services Unit, you will receive an “authorization-to-test” email. Upon receiving this email, you may contact the department’s computer-based testing vendor, Pearson VUE, to pay the examination fee and schedule your examination. *Contact information will appear in your authorization-to-test email and is also found on the last page of this booklet.*

### Fees

**The examination fee for this computer-based test or examination is \$115.00.**

- This fee shall be paid directly to Pearson VUE.
- The fee must be paid by major credit card.
- Payment will be due at the time of scheduling.

### Scheduling

You may schedule your examination appointment online or by phone.

- To schedule online, go to [www.pearsonvue.com/fl/doh](http://www.pearsonvue.com/fl/doh) and click on Create Account. You will be prompted to create a login and password and then schedule the exam.
- To schedule by phone, go to [www.pearsonvue.com/fl/doh](http://www.pearsonvue.com/fl/doh) and click on Customer Service for phone numbers. A customer-service agent will work with you to find the most convenient testing center, date, and time.
- You may follow the “Find a test center” link at [www.pearsonvue.com/fl/doh](http://www.pearsonvue.com/fl/doh) to find nearby testing center locations.
- You will be required to provide your 20-character candidate ID in order to schedule your examination. Your candidate ID will be included in your authorization-to-test email.
- Examination dates, times, and locations are scheduled on a first-come, first-served basis.
- Once you make an appointment, you will receive a confirmation email from Pearson VUE. The email confirms the address of the testing center as well as the date and time of the appointment. If you do not receive the email, please follow up: you may not have successfully completed the scheduling process.

### Rescheduling

- You may cancel your examination appointment up to 24 hours before the appointment time.
- You can reschedule when you cancel or later, at your convenience.

### Missed appointment or late cancellation

You will forfeit your examination fee if, without canceling your appointment at least 24 hours before the appointment time, you

- fail to appear for your examination appointment;

- arrive after the scheduled examination start time and are denied admission;
- fail to present proper identification or otherwise comply with testing-center rules and are denied admission; or
- decline the nondisclosure agreement (NDA).

## 1.2 Admission to the Testing Center

On the day of your scheduled examination, you should arrive at least 15 minutes before your appointment. This extra time is for signing in and identification. Late arrivals may not be accommodated; in that case, you will be considered a no-show and forfeit the examination fee.

### Identification Requirements:

You need two **valid** forms of identification for admission: a primary ID and a secondary ID.

**The name that appears on the two forms of identification must match the name under which you are registered to take the exam.**

The following forms of ID are accepted as primary ID:

- Government-issued driver license
- State/national identification card
- Passport
- Military ID
- Alien registration card (green card, permanent resident visa)
- U.S. Passport card
- U.S. Department of State Driver License

The primary ID must contain a photo and signature unless the signature is embedded in the identification. When this occurs, you must present another form of signature identification from the primary or secondary list.

The following forms of ID are accepted as secondary ID:

- Any ID on the primary list
- Social Security card
- Credit/bank ATM card (signature required)

### Biometrics

As part of Pearson VUE's test-security program, a palm-vein scan is required at some testing centers. An electronic signature and digital photo are required at all centers.

## 1.3 Apparel

Please dress comfortably but appropriately for the examination. The examination room is usually climate controlled. However, it is not always possible to maintain a temperature suitable to each candidate. From time to time there are maintenance problems which are beyond the department's control. You might choose to dress in layers and bring a sweater or jacket in case the temperature is cooler or warmer than your individual preference.

## **1.4 Testing Accommodations**

If you special testing accommodations under the Americans with Disabilities Act, or if you must bring anything into the examination room, you must receive approval **before** scheduling your examination.

In accordance with section 64B-1.005, Florida Administrative Code, the Department of Health will provide reasonable and appropriate testing accommodations to candidates with physical or mental impairments to the extent permitted by cost, examination-administration constraints, examination-security considerations, and availability of resources. Candidates must submit an application form with supporting documentation. The form, "Application for Candidates Requesting Testing Accommodations in Accordance with the Americans with Disabilities Act," is available at [www.pearsonvue.com/fl/doh](http://www.pearsonvue.com/fl/doh)

Candidates must have approval for special accommodations before scheduling their examination with Pearson VUE.

## **1.5 Testing Center Rules**

The exam administrator at the testing center will not allow test takers to take personal items – including reference materials and electronics – with them into the exam area. Although locker storage is normally offered, it is best not to bring large bags, jewelry, electronics, and the like to the testing center. Consideration will be made for comfort items such as pillows and tissues or medical necessities such as crutches; the exam administrator is required to inspect such items.

Candidates will receive an erasable note board or a small notebook consisting of erasable and reusable pages for use during the exam. They are to be returned to the exam administrator at the completion of the exam.

## **1.6 Liability**

Each candidate must unequivocally understand that the State of Florida, the Department of Health and/or the department's staff assume no liability whatsoever for any personal items brought into, left at, or left outside the examination site. The candidate's admission to the examination shall constitute the candidate's full, knowing, and complete waiver of any and all such claims against the State of Florida, the Department of Health, and/or the department's staff.

## **1.7 Rules for the examination**

Professional Testing, Inc., directly and through its subcontractor Pearson VUE, is the department's designated agent in maintaining a secure and proper examination administration.

When you sign in for the examination, you will be required to agree to the testing center rules. The rules are available at [www.pearsonvue.com/fl/doh](http://www.pearsonvue.com/fl/doh) for you to review in advance.

## Section 2: The Examination

### 2.1 Testing Procedures

Your scheduled examination time will be 75 minutes.

Once you are seated at the examination computer, your scheduled time of 75 minutes will be allocated as follows:

- You will have 5 minutes to go through the introductory screens and accept the nondisclosure agreement (NDA).
- You will have 10 minutes to go through the exam tutorial.
- You will have one hour to complete the exam, which consists of 45 questions. Leftover time from the NDA and tutorial will NOT be added to your exam time of 60 minutes.

### Nondisclosure Agreement

Before beginning the examination, you will be required to agree to a nondisclosure agreement. The full text of the agreement appears below.

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This exam is confidential and is protected by law. It is made available to you, the examinee, solely for the purpose of becoming licensed by the State of Florida.

You understand, acknowledge, and agree

- that the questions and answers of the exam are protected by statute and copyright;
- not to disclose the exam questions or answers, including exhibits, or discuss any of the content of the exam materials with any person without prior written approval of the State of Florida Department of Health;
- not to remove from the examination room any exam material of any kind provided to you or any other material related to the exam, including, without limitation, any notes or calculations;
- not to copy or attempt to make copies (written, photographic, or otherwise) of any exam material, including, without limitation, any exam questions or answers;
- not to sell, license, distribute, give away, or obtain from any source other than the State of Florida the exam materials, questions, or answers;
- that your obligations under this agreement shall continue to be in effect after the examination and, if applicable, after termination of your license, regardless of the reason or reasons for termination, and whether such termination is voluntary or involuntary.

**Yes.** I have read and agree to the nondisclosure agreement.

**No.** I do not agree to the nondisclosure agreement. If you decline the agreement, you will not be permitted to take the examination, and you will forfeit your examination fee.

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### Tutorial

An introductory tutorial covering how to move through the computer-based test will be provided before the examination time begins.

## Examination

Examination content is discussed in the next section of this bulletin.

- Each question will be shown on its own screen.
- You may move back and forth between questions.
- You may review your answers at any time during and after the examination, provided there is still time remaining.
- Minutes remaining will be displayed on the screen.

## Preliminary Results

Your preliminary results will be provided to you immediately following completion of the examination. Measurement specialists continuously review Department of Health examinations in order to assure fair, accurate, and consistent testing. Outcomes may be changed after expert review if a technical problem, misconduct, or an unusual pattern in examination question responses is confirmed. This means that your preliminary results report may not reflect your final results. This preliminary report is intended to give you a general idea of how you did, but is not official or legally binding, and cannot be used to gain licensure or employment.

## Official Results

The Department of Health does not send out official score reports or release numerical score information in any way. However, approximately ten business days after testing, you will have access to view results through the department's portal at

<https://appsmqa.doh.state.fl.us/OnlineTestNET/default.aspx>

To view your results, you will be asked to enter your date of birth and the last four digits of your Social Security number.

## 2.2 Content Overview

You will be given one hour (60 minutes) to complete the examination.

- The examination consists of forty-five (45) multiple-choice questions. Of these questions, forty are scored.
- Areas covered:

Topic	Questions
Chapter 490 <i>Florida Statutes</i>	9
Section 90.503 <i>Florida Statutes</i>	1
Chapter 394, Part 1, <i>Florida Statutes</i>	7
Chapter 415 <i>Florida Statutes</i>	1
Chapter 64B-19 <i>Florida Administrative Code</i>	12
Chapter 456, <i>Florida Statutes</i>	8
Chapter 39, <i>Florida Statutes</i>	2
TOTAL	40

## 2.3 Pilot Testing of New Questions

The examination contains five unscored “pilot” questions. These questions are being evaluated for potential inclusion on future examinations as scored questions. To ensure the exam is up to date, secure, and always improving, new questions are continuously introduced and evaluated. Pilot testing is an accepted testing practice that helps ensure high quality and consistent scoring. Pilot questions are not identified. The scored and pilot questions are spread throughout the examination; you should answer all 45 questions to the best of your ability.

The time allowed for testing has been evaluated to ensure there is adequate time for completing scored questions and pilot questions.

## 2.4 Sample Questions

Sample questions are provided below. These questions are included only to provide you with examples of the type and structure of the examination questions. The answer for each question is indicated below the question.

1. According to Florida Statutes, the privilege of refusing to disclose confidential communications between patient and psychotherapist may NOT be claimed on the patient’s behalf by the patient’s

- A. attorney.
- B. financial planner.
- C. guardian.
- D. psychotherapist.

Answer: B

2. According to Florida Statutes, which condition is by itself classified as a mental illness?

- A. antisocial behavior
- B. drug addiction
- C. impairment of the emotional processes
- D. retardation

Answer: C

3. Associating with persons who are in violation of the rules of the Board of Psychological Examiners

- A. calls for an automatic 30 day suspension of the person’s license.
- B. cannot legally be restricted by the Board of Psychological Examiners.
- C. is grounds for disciplinary action if the relationship is of a business or professional nature
- D. is grounds for the issuance of a felony warrant.

Answer: C

4. According to Board rule, a violation of Chapter 490 can result in all of the following EXCEPT

- A. denial of an application for licensure.
- B. imposition of an administrative fine for each count of separate offense.
- C. revocation of an application for licensure.
- D. suspension of a license.

Answer: B

6. A psychologist is required by statutes to list the words "licensed psychologist" on any

- A. case notes.
- B. Letterhead stationery.
- C. Psychological test report.
- D. Yellow page ads.

Answer: D

7. A psychologist knowingly allows an unqualified person to engage his/her client in therapy. The psychologist may be subject to

- A. a \$1,000 fine and suspension followed by a probationary period set by the Board
- B. a public reprimand.
- C. an administrative fine of \$3,000.
- D. probation.

Answer: A

8. When there is a clear and immediate probability of physical harm to the patient or others, a psychologist can communicate such information to everyone EXCEPT

- A. law enforcement personnel.
- B. other state agencies.
- C. the appropriate family member.
- D. the potential victim.

Answer: B

9. A minimum standard of performance in conducting a court-ordered child custody evaluation requires

- A. knowledge gained from previous treatment of the child or parent.
- B. the adherence strictly to APA ethical guidelines.
- C. the adherence to applicable APA and specify guidelines.
- D. whether the psychologist feels appropriate based on clinical experience.

Answer: C

10. Psychologists' records must include all of the following **EXCEPT**

- A. Basic communication data.
- B. dates of service and types of services provided
- C. education records
- D. Presenting symptoms or request for services.

Answer: C

## **Section 3: Scoring Information and Results Notification**

### **3.1 Scoring Procedures**

**You must obtain a score of 80% or better to pass the examination.**

The grading process includes a statistical analysis of the examination. The statistical analysis and review are done prior to release of results by the Department of Health in order to ensure the reliability of examination results.

### **3.2 Notification of Results**

At the end of your computer-based examination you will receive your preliminary score report. When you check out, the test administrator will hand you the report.

If you pass, the report will not include your score. If you fail, the report will include your score so you know how close your score is to the passing score and can prepare accordingly before retaking the exam.

### **3.3 Irregularity Analysis**

The Department reserves the right to perform statistical analysis on the scores to determine the likelihood that the security of the examination has been compromised. In the event that the analysis indicates a security problem, the scores of those affected will be held and a report will be submitted to the board for review.

## Section 4: Post-Examination Procedures

### 4.1 Passing Candidates

Candidates who pass the examination will receive additional licensure information from the Board office.

### 4.2 Failing Candidates

Any candidate who fails to pass this examination will be required to retake the examination in order to become licensed in the State of Florida. In addition, failing candidates have rights regarding post-examination reviews and administrative hearings.

### 4.3 Reexamination

Please visit the Board of Psychology website at <http://floridaspsychology.gov/> or call center (850) 488-0595 for applications and specific information regarding re-examination.

### 4.4 Post-Examination Review

A candidate who fails the examination may request an opportunity to review the examination questions, answers, and grading keys for the examination questions for which he or she did not receive credit. A post-examination review is **NOT** required. It does **NOT** alter a failing outcome. See *Rule 64B-1.013, Florida Administrative Code*, for rules regarding post-examination reviews.

All requests for post-examination review must be emailed to [fldoh@proftesting.com](mailto:fldoh@proftesting.com) no later than 21 days after official scores are released on the Operational Support Services Unit website. You will have an opportunity to review the questions at offices in Tallahassee or Orlando up to 60 days after the official score release date. After the review, you will have to wait at least 30 days before you may take the examination again. (You are unlikely to get the same questions in the retake examination.)

You will be required to pay a nonrefundable fee of \$75 for a post-examination review.

### 4.5 Election of Hearing Rights

Under Florida law, if you failed your licensure examination by less than ten (10) percent of the score required for passing, you can contest the examination results. To do this, you must request a hearing. The petition must be filed no later than 21 days after the department posts official examination results or 21 days after your post-examination review. A neutral body is convened to consider the appeal.

## Section 5: Appendices

### 5.1 Controlling Authority

“The examination administrator and proctors are the department’s designated agents in maintaining a secure and proper examination administration. Failure to comply with the written and/or oral instructions provided by the department’s designated agents shall result in the removal of the examinee from the examination site.”

Rule 64B-1.004(1), Florida Administrative Code  
see also, section 456.017, *Florida Statutes*

### 5.2 Improper conduct warning

Rule 64B-1.004, Florida Administrative Code reads as follows:

For examinations administered by the department or a contract provider, the conduct at the test site shall be as follows:

(1) The examination administrator and proctors are the department’s designated agents in maintaining a secure and proper examination administration. Failure to comply with the written and/or oral instructions provided by the department’s designated agents shall result in the removal of the examinee from the examination site.

(2) Any individual found by the department or any board within the department to have engaged in conduct which subverts or attempts to subvert the examination process shall have his or her scores on the examination withheld and/or declared invalid, be disqualified from the practice of the profession, and/or be subject to the imposition of other appropriate sanctions by the applicable board or department, when there is no board.

(3) Conduct, which subverts or attempts to subvert the examination process includes:

(a) Conduct which violates the security of the examination materials, such as removing from the examination site any of the examination materials; reproducing or reconstructing any portion of the licensure examination; aiding by any means in the reproduction or reconstruction of any portion of the licensure examination; selling, distributing, buying, receiving or having unauthorized possession of any portion of a future or current licensure examination.

(b) Conduct which violates the standard of test administration, such as communicating with any other examinee during the administration of the examination; copying answers from another examinee or permitting one’s answers to be copied by another examinee during the administration of the examination; having in one’s possession during the administration of the examination any book, notes, written or printed materials or data of any kind, other than the examination materials distributed or specifically listed as approved materials for the examination in the information provided to the examinee in advance of the examination date by the department and/or the contracted vendor of the examination.

(c) Conduct which violates the credentialing process, such as falsifying information required for admission to the examination; impersonating an examinee or having an impersonator take the licensure examination on one's own behalf.

(4) Any violation of the conduct rules or other irregularities will be documented in writing by the department's agent(s) and the documentation of the violation or irregularity will be presented to the appropriate board or departmental unit for consideration and action.

Section 456.018, Florida Statutes

**Penalty for theft or reproduction of an examination.**--In addition to, or in lieu of, any other discipline imposed pursuant to section 456.072, the theft of an examination in whole or in part or the act of reproducing or copying any examination administered by the Department, whether such examination is reproduced or copied in part or in whole and by any means, constitutes a felony of the third degree, punishable as provided in sections 775.082, 775.083, or 775.084.

Section 456.067, Florida Statutes

**Penalty for giving false information.**--In addition to, or in lieu of, any other discipline imposed pursuant to section 456.072, the act of knowingly giving false information in the course of applying for or obtaining a license from the Department, or any board thereunder, with intent to mislead a public servant in the performance of his or her official duties, or the act of attempting to obtain or obtaining a license from the Department, or any board thereunder, to practice a profession by knowingly misleading statements or knowing misrepresentations constitutes a felony of the third degree, punishable as provided in sections 775.082, 775.083, or 775.084.

### 5.3 Change of Address Form

Please fill out the change of address form below and fax or mail to:

**Department of Health**  
**Division of Medical Quality Assurance**  
**Board of Psychology**  
**4052 Bald Cypress Way, BIN #C-05**  
**Tallahassee, Florida 32399-3257**  
**Fax (850) 414-6860**

ADDRESS CHANGE FORM

Psychology

Please type or print in the appropriate spaces below if you have a change of address correction.

NAME \_\_\_\_\_

PHONE NUMBERS \_\_\_\_\_

OLD ADDRESS \_\_\_\_\_

\_\_\_\_\_

NEW ADDRESS \_\_\_\_\_

\_\_\_\_\_

SIGNATURE \_\_\_\_\_

NOTE: If your name has changed, please use your prior name on this form and contact the Board Office for name change or name correction information.

## 5.4 Contact Information

Application policies Name changes License information Changes of address	Department of Health Medical Quality Assurance Board of Psychology 4052 Bald Cypress Way, BIN #C-05 Tallahassee, Florida 32399-3257 Phone: (850) 245-4373 Email: <a href="mailto:MQA_Psychology@flhealth.gov">MQA_Psychology@flhealth.gov</a> Web: <a href="http://floridaspsychology.gov/">http://floridaspsychology.gov/</a>
Applications	MQA Call Center Phone: (850)488-0595
Official results	<a href="https://appsmtqa.doh.state.fl.us/OnlineTestNET/default.aspx">https://appsmtqa.doh.state.fl.us/OnlineTestNET/default.aspx</a>
Accommodations	ATTN: FLDOH ADA Professional Testing, Inc. 7680 Universal Blvd Ste 300 Orlando FL 32819  Fax: 1-407-264-2855
Scheduling Examination fees	Pearson VUE Phone: 1-888-228-0147 Web: <a href="http://www.pearsonvue.com/fl/doh">www.pearsonvue.com/fl/doh</a>
Post-examination reviews	<a href="mailto:fldoh@proftesting.com">fldoh@proftesting.com</a>