AMERICAN PSYCHOLOGICAL ASSOCIATION

Commission for the Recognition of Specialties and Subspecialties in Professional Psychology (CRSSPP)

Application for the Recognition of Organizations that Provide Certifications in Specialties and Subspecialties in Professional Psychology

Please note that in several places in the petition, you will be asked to provide references. Citations to publications, studies, research, or other references should include a summary or description of the work. This may be a brief explanatory parenthetical note or similar short description.

Additionally, while completing this petition, the Commission encourages you to review the most recent APA guidelines and publications as relevant (e.g., diversity guidelines, guidelines for psychological practice with girls and women, guidelines for assessment and intervention with persons with disabilities). In accordance with APA's vision to strive for an accessible, equitable, and inclusive psychology that promotes human rights, fairness, and dignity for all, we encourage your organization to thoughtfully consider how to incorporate diversity initiatives into this petition, while also focusing specifically on highlighting diversity considerations in Criterion II.

Name of Organization:

Date of most recent recognition of the specialty or subspecialty by the APA through its Commission for the Recognition of Specialties and Subspecialties in Professional Psychology (CRSSPP). Date: _____

Where an organization provides credentialing in more than one specialty or subspecialty, provide evidence that the oversight board assures consistency in quality assurance in its credentialing across all specialties and subspecialties.

Criterion 1: The certifying body is a non-profit organization that has published bylaws, standards, and procedures and is governed by an independent board of directors, with specified procedures for selection and tenure of board members such that control does not rest with one individual or group of individuals indefinitely.

Documentation:

1. *Provide articles of incorporation, bylaws, standards, procedures.*
2. *Provide procedures for selection and tenure of board of directors.*
    a. *Document how that control does not rest with one individual or group of individuals indefinitely. Specify how term limits are adhered to in a manner consistent with the bylaws.*

Criterion 2: The credential awarded by the certifying body is based on:

- A review and verification of the individual's training, licensure, and ethical conduct status.
    - In accordance with APA Policy, after 1/1/2018, certifying bodies seeking

recognition will have policies that permit certification only of candidates who have completed, after 1/1/2018, APA/CPA accredited doctoral degrees in health service psychology[1]; and after 1/1/2020, certifying bodies will have policies that permit certification only of candidates who have completed, after 1/1/2020, APA/CPA accredited internships in health service psychology.[1] The same timelines apply for doctoral programs and internships accredited by an accrediting body other than APA, only if that accrediting body is recognized by the U.S. Secretary of Education for the accreditation of health service psychology education and training in preparation for entry to practice.[2]

  - A certifying body seeking recognition will have policies that incorporate any APA policies regarding doctoral degree granting programs and internships located in foreign universities. If the degrees are from Canadian doctoral programs, or the internships are in Canada, the certifying body will have policies consistent with the First Street Accord and other APA policies regarding accreditation in Canada.

- Competence in a recognized specialty shall be demonstrated using instruments such as an oral exam, written exam, and/or a work sample. Procedures for establishing competence shall incorporate reasonable accommodations for persons with disabilities and responsiveness towards diversity issues.
- These assessment instruments must be appropriate, securely kept, and demonstrate validity for the specialty being certified.
- Fairness and validity of the assessment process must meet the appropriate standards from the 2014 Standards for Educational and Psychological Testing, as summarized in the CRSSPP document Application of 2014 Standards for Educational and Psychological Testing to the Evaluation of Applications for Certifying Organizations to CRSSPP (Standards). The Standards document is incorporated into this policy by reference.
  - Assessments of competence must cover clearly delineated performance domains and tasks relevant to specialty practice, associated knowledge and/or skills, and specify content covered by items and/or questions as outlined in the *Education and Training Guidelines: A Taxonomy for Education and Training in Professional Psychology Health Service Specialties and Subspecialties* (APA, 2020).
  - Passing criteria must be designated.
  - The fairness and validity of the assessment must be established in accordance with the Standards for Educational and Psychological Testing (AERA, APA, and NCME, 2014).
  - Information regarding specialty credentialing must be made available in candidate handbooks, brochures about the certification program, and other public documents.

Documentation:

1. *Verification of credentials:*
   a. *Provide an example of a recent (i.e., within 5 years) application for certification.*

[1] Refers to accreditation for doctoral and internship training that occurs in health service areas of psychology.
[2] To the extent that groups are not currently meeting this criterion, they must show in their application the efforts that they will undertake to do so.

b. *Describe your methods for verification of credentials.*

2. *Assessment of Competence:*

For recognized <u>specialties</u>

a. *Describe how competence in the recognized specialty is demonstrated. Include in your description the methods for assessing competence and what instruments and procedures are utilized (e.g., an oral exam, written exam, and/or a work sample). Include the procedures for establishing competence that incorporate reasonable accommodations for persons with disabilities, as well as responsiveness toward equity and diversity.*
b. *Describe how peer evaluation is incorporated in the assessment of competence. Include any structured evaluation forms or rating forms that are used.*
c. *Describe how these assessment instruments/procedures are appropriate, securely kept, and demonstrate validity for the specialty being certified.*
d. *Describe how these assessment instruments/procedures cover clearly delineated performance domains and tasks relevant to specialty practice, associated knowledge and/or skills, and specify content covered by items and/or questions as outlined in the Education and Training Guidelines: A Taxonomy for Education and Training in Professional Psychology Health Service Specialties and Subspecialties (APA, 2020).*
e. *Describe the passing criteria and the procedures used to create those criteria. That is, to what extent are the passing criteria fair, reasonable, and still able to detect applicants who are not adequately proficient in the specialty or subspecialty?*
f. *Provide evidence of the fairness and validity of the assessment process and how it is established in accordance with APA's Standards for Educational and Psychological Tests. (Please take into consideration APA's current guidelines on race, ethnicity, ability status, and other aspects of diversity in psychology.)*
g. *Provide evidence how current (i.e., within 5 years) information regarding specialty credentialing is available in candidate handbooks, brochures about the certification program, and other public documents.*

For recognized <u>subspecialties</u>

a. *Describe how competence in the recognized subspecialty is demonstrated. Include in your description the methods for assessing competence and what instruments are utilized (e.g., an oral exam, written exam, and/or a work sample). Include the procedures for establishing competence that incorporate reasonable accommodations for persons with disabilities, as well as responsiveness toward diversity issues. (Please take into consideration APA's current guidelines on race, ethnicity, ability status, and other aspects of diversity in psychology).*
b. *Describe the passing criteria, including the rationale for it.*

Criterion 3: The certifying body maintains a database from which the public can easily verify the current status of a certificate holder.

Documentation:

1. *Provide documentation* of *a database from which the general public can easily verify the current status of a certificate holder (i.e., information that is publicly and readily accessible without fee or registration required). Current status is defined as including the year the certificate was issued, whether the certificate holder is in good standing, the locations where one is eligible for practice, as well as any language proficiencies, services targeted towards specific populations or subspecialty indicators that may be useful to the public.*

Criterion 4: The certifying body makes publicly available information on the certifying body's functions, standards, and procedures, as well as any substantive changes in these or in the status of individual certificate holders.

Documentation:

1. *Provide an annotated list of references to websites and other public vehicles for obtaining information.*

2. *Provide documentation of how any substantive changes in these or in the status of individual certificate holders is made publicly available.*

Criterion 5: The certifying body provides evidence of the application of process improvement procedures, credential review and competency assessment specific to the specialty or subspecialty.

Documentation:

1. *Provide detailed evidence of a process whereby the organization ensures the review and improvement of its procedures, review of credentials and competency assessment specific to the specialty or subspecialty.*

Criterion 6: The certifying body attests that, if recognized as a credentialing organization, they shall only use the following language to represent said recognition: "[Insert Organization Name] is recognized by CRSSPP to permit those credentialed by [Insert Organization Name] to list said credential in the APA membership directory."

Documentation:

1. *Include the above attestation in the application to verify Criterion 6.*