



STATE OF WASHINGTON
DEPARTMENT OF HEALTH
Olympia, Washington

NOTICE OF ADOPTION OF POLICY STATEMENT

Title of Policy Statement: Supplemental Information Requirement for Applicants for Psychology License from Hybrid or Online Graduate Programs | Policy Number: EBOP-22-02

Issuing Entity: Examining Board of Psychology

Subject Matter: To ensure requirements under WAC 246-924-046 are consistently applied to applicants from hybrid or online programs, the Examining Board of Psychology requires supplemental information about educational meetings completed in lieu of doctoral residency.

Effective Date: January 31, 2020

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OFFICE OF THE CODE REVISER
STATE OF WASHINGTON
FILED

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WSR 22-07-051

Department of Health
Health Systems Quality Assurance
Policy Statement

Revised – 10/18/11

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| Title: | Supplemental Information Requirement for Applicants for Psychology License from Hybrid or Online Graduate Programs | Number: EBOP-22-02 |
| References: | RCW 18.83.050 , RCW 18.83.070 , Chapter 246-924 WAC , WAC 246-924-010 , WAC 246-924-046 | |
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| Approved By: | Florence Katz Burstein, Chair, Examining Board of Psychology | |

Within the Examining Board of Psychology’s (board) authority under RCW [18.83.050](#)(2) to examine the qualifications of applicants and determine which applicants are eligible for licensing, the board is requiring supplemental information about educational meetings completed in lieu of residency under [WAC 246-924-046](#)(5).

It is the board’s position that an applicant from a hybrid or online doctoral program does not meet the requirement of at least “one continuous year of full-time residency.” Therefore an applicant from a hybrid or online program must meet the alternate residency requirement in [WAC 246-924-046](#)(5), a minimum of 750 hours face-to-face educational meetings.

The board, in order to ensure the requirements of [WAC 246-924-046](#)(5)(b) are consistently applied to all applicants from hybrid or online programs, requires supplemental information about the content of all educational meeting hours completed by an applicant. The doctoral program must provide the following information about every component of the 750 face-to-face educational meeting hours:

1. Date (month, day, year);
2. Start and end time of each class, session, or component of an event (hour and minute);
3. Name and title of faculty teaching/leading event;
4. Name of event/class, including class name and number on transcript (if applicable);
5. If the event is not an academic credit that is shown on the transcript, an explanation of the event and how it relates to the doctoral program;
6. For multi-day events, a daily agenda for each day of the event with the above detail.

The doctoral program must provide this information on letterhead, mailed directly to the board at:

Examining Board of Psychology
Credentialing
P.O. Box 47877
Olympia, WA 98504-7877

In conclusion, it is the board's position that a hybrid or online doctoral program must provide documentation that an applicant has completed 750 “face-to-face educational meetings” under [WAC 246-924-046\(5\)](#). This supplemental information must be submitted by the doctoral program directly to the board.