



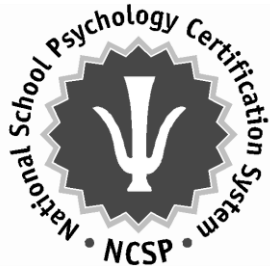
# Nationally Certified School Psychologist

*Application and Information for  
Graduates of NASP-Approved Programs\**



\*Applicants from nonapproved programs may download an application at [www.nasponline.org/certification/NCSPdownloads.aspx](http://www.nasponline.org/certification/NCSPdownloads.aspx), e-mail the NASP Certification Program at [cert@naspweb.org](mailto:cert@naspweb.org), or call (301) 657-0270.





## TABLE OF CONTENTS

	Page
General Information.....	1
What Is a Nationally Certified School Psychologist (NCSP)?.....	1
Specific Goals of the National School Psychology Certification System.....	1
Qualification Standards .....	1
Requirements for National Certification .....	2
Program Requirements .....	2
Internship .....	2
Examination .....	2
Continuing Professional Development Required to Maintain Certification.....	2
Application Process.....	3
NCSP Application Fee.....	3
ETS-School Psychologist Examination.....	3
Applicants From Programs Receiving NASP Approval Subsequent to Graduation.....	4
Application Checklist for Graduates of NASP-Approved Programs.....	5
Application Payment Form .....	6
Application Form (Personal Data, Sections I–VI) .....	7–9
Verification of Completion of School Psychology Program Form.....	10
Internship Verification Form.....	11
About the National Association of School Psychologists.....	12

**National School Psychology Certification System  
National Association of School Psychologists**

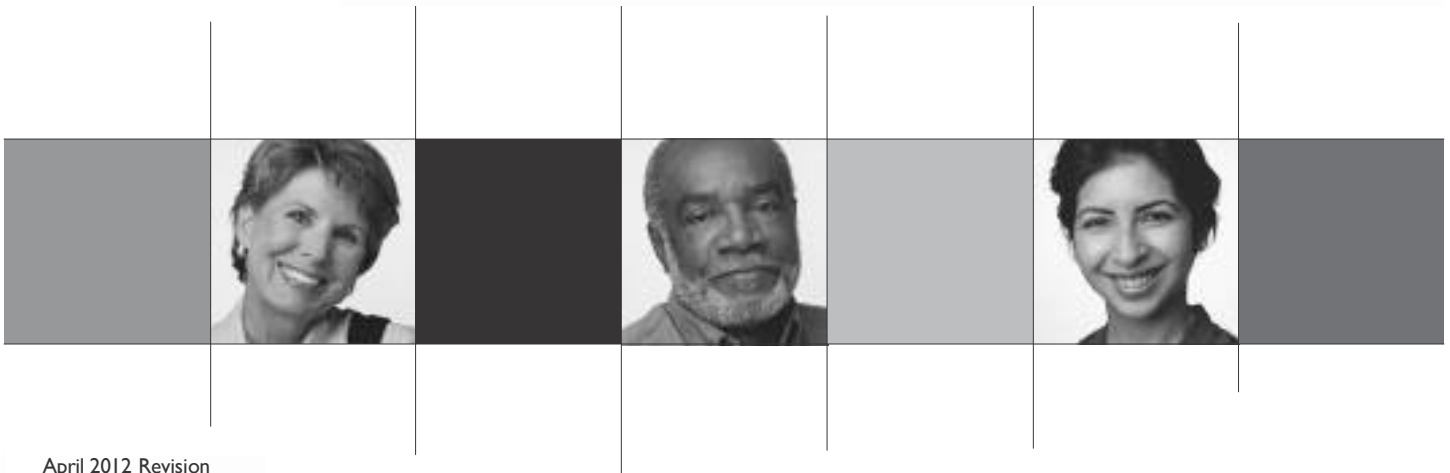
4340 East West Highway, Suite 402

Bethesda, MD 20814

(301) 657-0270

[cert@naspweb.org](mailto:cert@naspweb.org)

[www.nasponline.org/certification](http://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, 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 Graduate Preparation of School Psychologists, 2010* by training institutions (formerly known as the *Standards for Training and Field Placement Programs in School Psychology, 2000*).
- 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). In March 2010, NASP adopted the 2010 revision of the Professional Standards:

- *Model for Comprehensive and Integrated School Psychological Services, 2010* (Effective March, 2010)
- *Principles for Professional Ethics, 2010* (Effective January 1, 2011)
- *Standards for Graduate Preparation of School Psychologists, 2010* (Fully effective for NASP Program Review and Approval, Fall 2014)
- *Standards for the Credentialing of School Psychologists* (NCSP applicants are required to meet the 2000 standards through December 31, 2016, and the 2010 standards beginning January 1, 2017)

These documents may be viewed on the NASP website at [www.nasponline.org/standards/2010standards.aspx](http://www.nasponline.org/standards/2010standards.aspx)

For your reference, the previous version of the Professional Standards can be found at:

[www.nasponline.org/standards/professionalcond.pdf](http://www.nasponline.org/standards/professionalcond.pdf)

[www.nasponline.org/standards/FinalStandards.pdf](http://www.nasponline.org/standards/FinalStandards.pdf)

### Resources to Assist NASP Members With the Application Process

NASP members can access two helpful fact sheets along with other Praxis exam information to assist them in preparing to apply for the NCSP at [www.nasponline.org/certification/becomeNCSP.aspx](http://www.nasponline.org/certification/becomeNCSP.aspx).

- Applying for the NCSP: Tips for Graduate Students
- Recommendations, References, and Study Tips for The PRAXIS II Exam in School Psychology



## REQUIREMENTS FOR NATIONAL CERTIFICATION

Note: For your NCSP application to be reviewed, clear evidence must be provided that the following requirements have been 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. If the prospective applicant is currently working in a school setting, it is suggested that the individual contact the program director, preferably of a NASP-approved program, enroll in an internship seminar at the university, and have a credentialed school psychologist supervise them in their work setting. Contact [cert@naspweb.org](mailto:cert@naspweb.org) for additional information on documentation for graduation or internship served prior to December 31, 1994.

### Examination

If taken *before* September, 2008, applicants must achieve a passing score (660) on the School Psychologist Praxis II Examination (code 0400) administered by the Educational Testing Service (ETS). If taken *after* September, 2008, applicants must achieve a passing score (165) on the School Psychologist Praxis II Examination (code 0401) administered by the ETS. Test scores remain valid for ten (10) years after the test. Test scores older than ten (10) years are considered expired and would require the retaking of the examination. ETS's *Tests at a Glance* contains content outlines, sample questions with rationale for the best answers, and test-taking strategies. It is located at [www.ets.org/Media/Tests/PRAXIS/pdf/0401.pdf](http://www.ets.org/Media/Tests/PRAXIS/pdf/0401.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. Among those 75 hours, NCSPs must obtain 10 CPD hours from NASP- and/or APA-approved providers and 3 CPD hours in ethical practice and legal regulation of school psychology (e.g., referring to IDEA, ESEA/NCLB, Section 504, and similar issues). NASP's [annual convention](#) and [summer conferences](#) offer valuable opportunities to earn approved provider CPD credits. In addition, you can utilize NASP's [Online Learning Center](#).

Please visit [www.nasponline.org/certification/New%20NCSP%20booklet.pdf](http://www.nasponline.org/certification/New%20NCSP%20booklet.pdf) for detailed information on the types of CPD required for renewal. At the end of each 3-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/Early Career 1st Year/Leave of Absence Member | \$60  |
| • Early Career 2nd Year Member                          | \$85  |
| • NASP Member   | \$110 |
| • Nonmember   | \$210 |

### ETS-School Psychologist Examination

The examination required by the National School Psychology Certification System is the School Psychologist Praxis II Examination, Test #0401 (or 0400 if taken before September, 2008), 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 was most recently updated in 2008. NASP participated in the process in a technical and professional consulting role. The School Psychologist Examination is reviewed annually.

Test registration materials for the School Psychologist Examination are available through ETS or through most college and university testing centers. For further information on the registration process, visit [www.ets.org/praxis/prxreg.html](http://www.ets.org/praxis/prxreg.html). Registration materials are contained in the document entitled **Praxis Series Information Bulletin**. ETS may be reached at (800) 772-9476. Schedules of test administration are contained in the ETS registration materials. Special administration(s) of the examination are possible, upon request.

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 **Praxis Series Information Bulletin**. At the request of the test applicant, ETS will mail an official score report of a prior examination directly to NASP. **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 ten (10) 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 (a) changes implemented in the program between the date the applicant completed the program and the date of NASP approval, (b) whether the applicant completed additional studies to address those changes, and (c) 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 **MUST REMAIN IN A SEALED ENVELOPE.**
- Application fee (nonrefundable) payable to the *National Association of School Psychologists*.
- Application Payment Form.
- 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.

You can check the status of your certification and if your Praxis scores are on file by logging in to the NASP website and clicking “[View My Account](#)” (located at the top right of the page). You can also contact us at [cert@naspweb.org](mailto:cert@naspweb.org), (866) 331-NASP or (301) 657-0210.

**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 Middle Last (Maiden/Previous Name Used)

Mailing Address \_\_\_\_\_  
Street

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Currently a NASP Member:  Yes  No

NASP Member # (if applicable) \_\_\_\_\_

**Application Fee (Nonrefundable): (CHECK ONE)**

- \$60 **NASP Member**-Student/Early Career 1st year/Leave of Absence
- \$85 **NASP Member**-Early Career 2nd year  \$110 **NASP Member**-Regular
- \$210 **Nonmember** (Select if not a NASP member)

I understand that this is a nonrefundable fee. Please initial here

**Payment: (CHECK ONE)**

- Check
- MasterCard  VISA

Card # \_\_\_\_\_ Expiration Date \_\_\_\_\_

Name as It Appears on Credit Card \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Send this Application Payment Form, with pages 7-11 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**



**SEX AND ETHNICITY DATA (OPTIONAL—FOR RESEARCH PURPOSES ONLY)**

Sex: Female Male  
 Ethnicity: American Indian or Alaska Native Asian-American or Pacific Islands  
Black/African American Latino White/Caucasian  
Other (Specify) \_\_\_\_\_

**IV. EDUCATION AND TRAINING**

Please complete in order of highest degree first, followed by other degrees and/or training. Attach official transcripts of all graduate work. **List graduate hours (semester or quarter) and degrees only.**

DEGREE (Example)	TITLE/AREA	INSTITUTION	DATE	GRADUATE	
				Semester	Quarter
EdS	School Psychology	Hometown U	1985	60	90
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
Total Credit Hours in School Psychology (Excluding Internship)				_____	_____
Total Internship Credit Hours				_____	_____
Total Other Graduate Credit Hours				_____	_____
<b>Total</b>				_____	_____

**V. CERTIFICATION AND LICENSURE**

Please list all valid and current certificates/licenses that you would like listed in the NCSP Directory. Please attach a copy of each certificate/license.

**Certification**

Exact Title of Certificate \_\_\_\_\_  
 Issuing Agency \_\_\_\_\_  
 Date Issued \_\_\_\_\_ Certificate Number \_\_\_\_\_

**Licensure**

Exact Title of License \_\_\_\_\_  
 Issuing Agency \_\_\_\_\_  
 Date Issued \_\_\_\_\_ License Number \_\_\_\_\_

(Attach additional sheet if necessary)

## VI. VALIDATION

Have you ever:

1. Been found in violation of ethical principles by an ethics or professional practices board?  
 YES  NO
2. Voluntarily surrendered a professional credential in response to an ethics charge?  
 YES  NO
3. Received disciplinary action from an ethics or professional practices board?  
 YES  NO
4. Had a professional credential revoked, suspended, or limited by an ethics or professional practices board?  
 YES  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?  
 YES  NO
6. Received formal disciplinary action by an employer or supervisor based wholly or in part on ethical issues?  
 YES  NO

**If the answer to any of the above questions is “yes,” please provide a complete explanation on a separate page(s). The matter will be referred to the NASP Ethics and Professional Practices Committee.**

***I verify that the information herein is true and accurate. I further affirm that I will abide by NASP Principles for Professional Ethics and agree to submit to NASP procedures for adjudication of alleged violations of same.***

Signature \_\_\_\_\_ Date \_\_\_\_\_



# VERIFICATION OF COMPLETION OF SCHOOL PSYCHOLOGY PROGRAM FORM

Applicant's Name: \_\_\_\_\_

Date All Program Requirements Completed: \_\_\_\_\_

**I verify that:**

1. The applicant identified above completed an integrated program of graduate study. The program was officially titled "school psychology" and was clearly identifiable as an organizational unit.  
 YES    NO
2. The applicant completed sufficient coursework and field experience within the context of this program in order to allow for evaluation of his or her knowledge and professional competency.  
 YES    NO
3. The applicant's preparation in school psychology included at least 60 graduate semester hours (90 graduate quarter hours) of study in school psychology, with at least 54 graduate semester hours (81 graduate quarter hours) of credit exclusive of credit for the internship.  
 YES    NO
4. The candidate has completed a sequence of supervised on-campus or field-based practicum experiences that were distinct from and occurred prior to the internship and that were designed to develop and evaluate mastery of distinct professional skills.  
 YES    NO
5. The applicant completed at least 1,200 hours of supervised internship, with at least 600 hours in a school setting:  
 YES    NO
6. The applicant has demonstrated professional work characteristics that include:
 

• communication skills	• adaptability
• effective interpersonal relations	• initiative and dependability
• ethical responsibility	• respect for human diversity

 YES    NO
7. What is the title of the degree posted on the student's transcript? \_\_\_\_\_  
 \_\_\_\_\_ Was this course of study *at the time of the student's graduation*  
 NASP approved?  
 YES    NO

**I verify that the above information is true and accurate. I understand that misrepresentation may result in action by the NASP Ethics Committee and will reported to the NASP Program Approval Board.**

Program Director (Please print)	Director's Signature	Date
------------------------------------	----------------------	------

Official Title of Program (Please print)	Name of Institution
---	---------------------

Mailing Address \_\_\_\_\_

Telephone # \_\_\_\_\_ E-mail Address \_\_\_\_\_

# INTERNSHIP VERIFICATION FORM



## DEMOGRAPHIC INFORMATION

Name \_\_\_\_\_  
First Middle Last (Maiden/Previous Name Used)

## INTERNSHIP INFORMATION

(Use a separate sheet for each setting.)

School District/Site Name \_\_\_\_\_

Address \_\_\_\_\_

Name of Field-Based Supervisor \_\_\_\_\_

Name of University-Based Supervisor \_\_\_\_\_

Internship Start Date \_\_\_\_\_ Finish Date \_\_\_\_\_

Total Clock Hours \_\_\_\_\_ Total Clock Hours in a School Setting\* (if different from total) \_\_\_\_\_

Did the intern receive on average at least 2 hours per week of direct (i.e., face-to-face, individualized) supervision?  YES  NO

Did the intern successfully complete the internship?  YES  NO

## THIS SECTION MUST BE COMPLETED AND SIGNED BY UNIVERSITY INTERNSHIP AND FIELD-BASED SUPERVISORS

**Field-Based Supervisor Information: (Supervisor for school-based setting must be credentialed as a school psychologist in the state in which you completed your internship)**

Are you a credentialed school psychologist?  YES  NO

Are you an NCSP (Nationally Certified School Psychologist)?  YES  NO

License/Certificate Affiliation and Number \_\_\_\_\_

If a portion of the internship took place in a nonschool setting: Are you a licensed psychologist?  YES  NO

License/Affiliation and Number \_\_\_\_\_

***I certify that all of the above information on this verification form is accurate and true.***

Internship Field-Based Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_ Area Code/Number \_\_\_\_\_

University-Based Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_ Area Code/Number \_\_\_\_\_

\*A school setting is defined by the NASP standards as: A setting in which the primary goal is the education of P-12 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 more than 26,000 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.nasponline.org](http://www.nasponline.org) or call (866) 331-NASP (6277).**

### **Key NASP Web Links**

Main site: [www.nasponline.org](http://www.nasponline.org)

Membership: [www.nasponline.org/membership](http://www.nasponline.org/membership)

Publications: [www.nasponline.org/store](http://www.nasponline.org/store)

Certification: [www.nasponline.org/certification](http://www.nasponline.org/certification) NASP

Career Center: [www.naspcareercenter.org](http://www.naspcareercenter.org)



# NCSP—PROMOTING EXCELLENCE IN SCHOOL PSYCHOLOGY



**NATIONAL  
ASSOCIATION OF SCHOOL  
PSYCHOLOGISTS**

4340 East West Highway, Suite 402  
Bethesda, MD 20814  
(301) 657-0270  
(866) 331-NASP (6277), toll free  
(301) 657-0275, fax  
(301) 657-4155, TTY  
[www.nasponline.org](http://www.nasponline.org)

