



CANNON BUILDING  
861 SILVER LAKE BLVD., SUITE 203  
DOVER, DELAWARE 19904-2467

STATE OF DELAWARE  
BOARD OF EXAMINERS OF PSYCHOLOGISTS

TELEPHONE: (302) 744-4500  
FAX: (302) 739-2711  
WEBSITE: [DPR.DELAWARE.GOV](http://DPR.DELAWARE.GOV)  
EMAIL: [customerservice.dpr@state.de.us](mailto:customerservice.dpr@state.de.us)

## APPLICATION FOR LICENSURE AS A PSYCHOLOGIST BY EXAMINATION INSTRUCTION SHEET

### When to File Application *by Examination*

Complete the *Application for Licensure as a Psychologist by Examination* if **either** of the following descriptions applies to you:

- You are **not** currently licensed in another jurisdiction (state, U.S. territory or District of Columbia).
- OR**
- You are currently licensed in another jurisdiction and **all** of the following statements are true:
    - You have **not** practiced continuously for at least two years, and
    - You do **not** hold a Certificate of Professional Qualification in Psychology (CPQ), and
    - You are **not** credentialed by the National Registry of Health Service Providers in Psychology (NRHSPP).

If you don't meet the criteria above, complete the [Application for Licensure as a Psychologist by Reciprocity](#).

### Who Must Take the Examination

The exam for Delaware Psychologist licensure is the *Examination for Professional Practice in Psychology* (EPPP).

- If you have never passed the EPPP, the Board of Psychology must approve your application to take it.
- If you passed the EPPP over five years ago, you must re-take it. The Board must approve you to sit for the exam again.
- If you passed the EPPP less than five years ago, you do not need to re-take it.

If you need special accommodation due to a disability, complete and submit the *Request for Special Accommodation* form included with this application.

### Requirements for *All Applicants*

- Submit completed, signed and notarized [Application for Licensure as a Psychologist by Examination](#) to the Board office.
- Enclose the non-refundable [processing fee](#) by check or money order made payable to "State of Delaware."
  - If you hold an *active* Delaware Psychological Assistant Registration and are applying for upgrade to a Psychologist license, enclose the [upgrade fee](#) instead of the full processing fee.
- Complete the *Criminal History Record Check Authorization* form to request State of Delaware and Federal Bureau of Investigation criminal background checks. Follow the instructions on the authorization form to arrange to be fingerprinted.
  - You must meet this requirement *even if* you recently had a criminal background check done for some other reason.
- Arrange for the Board office to receive an official transcript, sent directly from the college/university to the Board office, showing that you have a doctoral degree from a psychological studies program specifically designed to train and prepare psychologists.
  - A doctoral degree from a program accredited by the American Psychological Association (APA) or the Psychological Clinical Science Accreditation System (PCSAS) meets this requirement.

- If your program is neither APA-accredited nor PCSAS-accredited, arrange for the Board office to receive the following to assist the Board in evaluating the program:
- Course descriptions (such as the course catalog)
  - Completed *Evaluation of Coursework* form

This documentation is required *in addition to* the official transcript. It must show that your program meets the criteria in Sections 6.1.1.2.1 - 6.1.1.2.10.4 of the Board's [Rules and Regulations](#).

- Arrange for your supervisor(s) to submit a *Supervisory Reference Form* directly the Board office.
- The forms must document that you have at least 1500 hours of post-doctoral supervised experience completed in not less than one calendar year and not more than three calendar years.
- If you have ever held a license in another jurisdiction (state, U.S. territory or District of Columbia), arrange for the Board office to receive verification of licensure from each jurisdiction where you have ever held a license, sent *directly* from the jurisdiction to the Board office.
- If you have passed the EPPP within the past five years, arrange for the Board office to receive a score report sent *directly* from the Association of State and Provincial Psychology Boards (ASPPB) to the Board office.
- To obtain a score report, see [www.asppb.net](http://www.asppb.net).
- If you have never been issued a U.S. Social Security Number (SSN), submit a [Request for Exemption from Social Security Number Requirement](#).

*The Privacy Act of 1974, Section 7, requires the following information to be given to all applicants:* Applicants for any Delaware professional or occupational license, permit, registration or certificate (other than Gaming permits) are required to provide a U.S. SSN (29 Del. C. §8735(m)). The Division of Professional Regulation uses the SSN primarily to verify identity and safeguard personal information. It may also be used to enforce child support obligation (13 Del. C. §2216) and for other lawful purposes.



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**APPLICATION FOR LICENSURE AS A PSYCHOLOGIST BY EXAMINATION**

**TYPE OF APPLICATION**

1. Select your licensure situation:

- I do not hold a *current* license in any other jurisdiction (state, U.S. territory or District of Columbia).
- I hold a *current* license in a jurisdiction other than Delaware **but**
  - I do **not** have two years of continuous experience after licensure.
  - I do **not** hold a Certificate of Professional Qualification in Psychology (CPQ).
  - I am **not** credentialed by the National Registry of Health Service Providers in Psychology (NRHSPP).

2. Select the status of your *Examination for Professional Practice in Psychology* (EPPP):

- I have never passed the EPPP.
- I have taken and passed the EPPP within the past five years.
- I need to re-take the EPPP because I passed it over five years ago.

**IDENTIFYING AND CONTACT INFORMATION**

3. Name : \_\_\_\_\_  
Last/Family Name First Middle

4. Other Name(s) Used: None  \_\_\_\_\_

5. Date of Birth (month/day/year): \_\_\_\_\_ Gender: Male  Female

6. Have you been issued a U.S. Social Security Number? Yes  No  **If yes, enter your SSN:** \_\_\_\_\_  
**If no, you must file a [Request for Exemption from Social Security Number Requirement](#).**

7. Mailing Address: \_\_\_\_\_  
City State Zip

8. Phone: \_\_\_\_\_ Email: None  \_\_\_\_\_  
Daytime Home

**EDUCATION, EXAM AND INTERNSHIP**

9. Enter your doctoral degree information below:

University/College: \_\_\_\_\_ Major: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Degree: \_\_\_\_\_  
Dates Attended: From: \_\_\_\_\_ To: \_\_\_\_\_ Graduation Date: \_\_\_\_\_  
month/day/year month/day/year month/day/year

**Arrange for the Board office to receive an official transcript, sent directly from the college/university to the Board office, showing that you have a doctoral degree from a psychological studies program specifically designed to train and prepare psychologists.**

10. Was the doctoral program APA-accredited or PCSAS-accredited? Yes  No  **If no, submit a course catalog (or other course descriptions) and complete the *Evaluation of Coursework* form.**
11. Do you have a Diplomat of American Board of Examiners in Professional Psychology? Yes  No  **If yes, enter:**  
 Diplomat Number: \_\_\_\_\_ Issue Date: \_\_\_\_\_ Specialty: \_\_\_\_\_
12. List your pre-doctoral internship experience. (Section 7.1 of the Board's [Rules and Regulations](#) explains this requirement.)

FACILITY NAME	CITY	STATE	DATES (month/day/year)		TOTAL WEEKS	TOTAL HOURS OF WORK EXPERIENCE
			From	To		

13. Was at least 50% of your pre-doctoral work experience in clinical services, with at least 25% of that time devoted to face-to-face direct patient/clinical contact? Yes  No
14. Have you passed the Examination for Professional Practice in Psychology (EPPP) during the past five years?  
 Yes  No  **If yes, arrange for the Board office to receive a score report sent *directly* from the Association of State and Provincial Psychology Boards (ASPPB). Skip to the POST-DOCTORIAL PROFESSIONAL EXPERIENCE section.**
15. To take the examination, do you need special accommodation due to a disability? Yes  No  **If yes, complete the *Request for Special Accommodation* form.**

**LICENSURE HISTORY**

16. Are you (or have you ever been) licensed or certified as a psychologist in any other jurisdiction (state, U.S. territory or District of Columbia)? Yes  No  **If yes, enter the following information about *each* license:**

JURISDICTION	LICENSE NUMBER	ISSUE DATE	STATUS (e.g., active)

**Arrange for the Board office to receive verification of licensure from each jurisdiction where you have ever held a license, sent *directly* from the jurisdiction to the Board office.**

Copy this page as needed.

**POST-DOCTORAL PROFESSIONAL EXPERIENCE**

17. Enter information about *each* location where you gained post-doctoral experience. Copy this page as needed.

Dates of Experience: From: \_\_\_\_/\_\_\_\_/\_\_\_\_ To: \_\_\_\_/\_\_\_\_/\_\_\_\_ Total Hours: \_\_\_\_\_  
Address: \_\_\_\_\_  
Name of Supervisor (s): \_\_\_\_\_  
Licensed Psychologist: Yes  No  License No: \_\_\_\_\_ Issue Date: \_\_\_\_\_  
Briefly describe your duties in this position. (Attach separate sheet if necessary): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dates of Experience: From: \_\_\_\_/\_\_\_\_/\_\_\_\_ To: \_\_\_\_/\_\_\_\_/\_\_\_\_ Total Hours: \_\_\_\_\_  
Address: \_\_\_\_\_  
Name of Supervisor (s): \_\_\_\_\_  
Licensed Psychologist: Yes  No  License No: \_\_\_\_\_ Issue Date: \_\_\_\_\_  
Briefly describe your duties in this position. (Attach separate sheet if necessary): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dates of Experience: From: \_\_\_\_/\_\_\_\_/\_\_\_\_ To: \_\_\_\_/\_\_\_\_/\_\_\_\_ Total Hours: \_\_\_\_\_  
Address: \_\_\_\_\_  
Name of Supervisor (s): \_\_\_\_\_  
Licensed Psychologist: Yes  No  License No: \_\_\_\_\_ Issue Date: \_\_\_\_\_  
Briefly describe your duties in this position. (Attach separate sheet if necessary): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Arrange for each supervisor to submit a *Supervisory Reference Form* directly to the Board office. The form(s) must show a total of at least 1500 hours of post-doctoral supervised experience over a one-year period but no more than three years.

## DISCLOSURES

18. Have you ever been convicted of or entered a plea of guilty or *nolo contendere* (no contest) to any felony, misdemeanor or other criminal offense, including any offense for which you have received a pardon, in any jurisdiction? Yes  No  **If yes, submit a signed statement explaining fully.**

**Complete the *Authorization for Release of Information* form to request State of Delaware and Federal Bureau of Investigation criminal background checks. Follow the instructions for fingerprinting. *This requirement applies even if you answered "No" to this question.***

19. Are criminal charges pending against you in any jurisdiction? Yes  No  **If yes, submit a signed statement explaining fully.**
20. Have you ever had your professional license or registration subject to disciplinary action (including but not limited to consent agreements, fines, probation, suspension or revocation)? Yes  No  **If yes, submit a signed statement explaining fully. Include copies official Board orders or any other relevant documents.**
21. Are any disciplinary or ethical complaints currently pending against you in any other jurisdiction? Yes  No  **If yes, submit a signed statement explaining fully. Include any relevant documents.**
22. Has your application for a license or registration ever been refused or denied in any other jurisdiction? Yes  No  **If yes, submit a signed statement explaining fully. Include copies of all official documents or Board orders.**
23. Are you now, or have you ever been, dependent on the use of alcohol, stimulants, or habit-forming drugs? Yes  No  **If yes, submit a signed statement explaining fully. Include any relevant documents.**

## DUTY TO REPORT

24. To obtain a license in Delaware, you must certify that you understand that you have a **mandatory** duty to report, in writing, within 30 days of becoming aware of information that you reasonably believe indicates that **any healthcare provider** including (but not limited to) any practitioner certified and registered to practice medicine in Delaware or licensed by the Board of Examiners of Psychologists
- has engaged, or is engaging, in conduct that would constitute grounds of discipline under their licensing laws, or
  - may be unable to practice with reasonable skill and safety to the public by reason of mental illness or mental incompetence, physical illness (including deterioration through the aging process or loss of motor skill), or excessive abuse of drugs (including alcohol).

I certify that I have read and understand [24 Del. C. §3519](#), [24 Del. C. §1730](#), [24 Del. C. §1731](#) and [24 Del. C. §1731A](#) and that I understand my *duty to report* to the Division of Professional Regulation. Yes  No

25. To obtain a license in Delaware, you must certify that you understand that you have a **mandatory** obligation to make an immediate oral report to the Department of Services for Children, Youth and Their Families if you know of, or you suspect, child abuse or neglect under Chapter 9 of Title 16 and to follow up with any requested written reports.

I certify that I have read and understand [16 Del. C. §903](#) and that I understand my *duty to report*. Yes  No

26. You have a **mandatory** duty to report to the Board of Examiners of Psychologists if you believe that a colleague has violated the APA's *Ethical Principles of Psychologists and Code of Conduct* ([24 Del. C. §3514\(a\)\(5\)](#)).

I certify that I have read and understand Sections 1.04 and 1.05 of the [APA Ethical Code](#), which explain when I am required report a colleague, and that I understand my *duty to report*. Yes  No

**If Board review is required, the Board office must receive all of these items no later than 4:30 PM ten full working days before the Board's meeting date:**

- **Completed, signed and notarized application form**
- **Fee payment**
- **All required supporting documentation.**

**Applications that are not complete within 12 months of filing may be considered abandoned and discarded. When your application is complete, allow 4-8 weeks to receive your license.**

**AFFIDAVIT**

I hereby apply to be considered for licensing as a Psychologist by the Board of Examiners of Psychologists under the standards, qualifications and procedures established under Title 24, Chapter 35, of the *Delaware Code*. I have read the State statute governing psychologists in Delaware. I have also received and read the Board's Rules and Regulations regarding the practice of Psychology in Delaware. I understand that the Board may require evidence additional to the material herein, including a written examination, and transcripts of academic training.

I hereby swear or affirm that the information contained in this application is correct and I understand that any intentionally fraudulent information will be reported to the Attorney General.

**Signature:** \_\_\_\_\_ Date: \_\_\_\_\_

County of \_\_\_\_\_ State of \_\_\_\_\_

Sworn or affirmed before me a Notary Public this \_\_\_\_\_ day of \_\_\_\_\_, 2\_\_\_\_.

SEAL

Notary Signature: \_\_\_\_\_

My commission expires on \_\_\_\_\_

**APPLICATIONS THAT ARE UNSIGNED, NOT NOTARIZED, INCOMPLETE OR SUBMITTED WITHOUT THE  
REQUIRED FEE WILL BE REJECTED.**



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### EVALUATION OF COURSEWORK

Complete this form if your doctoral degree in psychology is from a program of studies that is **not** accredited by the American Psychological Association or the Psychological Clinical Science Accreditation System. The purpose of the form is to assist the Board in evaluating your coursework.

For each topic in the left column, enter the course number and title of the course(s) in the catalog that covered that topic.

History and Development	Course #	Course Title
Biological aspects of behavior		
Cognitive and affective aspects of behavior		
Social aspects of behavior		
History and systems of psychology		
Psychological measurement		
Research methodology		
Techniques of data analysis		

Foundations of Practice	Course #	Course Title
Individual differences in behavior		
Human development		
Dysfunctional behavior or psychopathology		
Professional Standards		
Ethics		

Diagnosing & Intervention Strategies	Course #	Course Title
Theories, methods of assessment & diagnosis		
Effective intervention		
Consultation and supervision		
Evaluating the efficacy of interventions		
Issues of cultural and individual diversity		

***Submit a course catalog or course descriptions in addition to this form.***



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### SUPERVISORY REFERENCE FORM

#### INSTRUCTIONS

The purpose of this form is to verify the **hours of post-doctoral experience** that an applicant for Delaware Psychologist licensure has provided while under the **supervision** of an **approved supervisor**. Please follow these instructions for completing this form.

- The supervisor must complete the entire form, sign it and mail it *directly* to the Board office at the address above.
- The applicant is **not** to complete any portion of the form. Forms not received *directly* from the supervisor will be rejected.
- An *approved supervisor* must be a licensed clinical psychologist, or licensed physician specializing in psychiatry.
- Applicants are required to have gained a total of at least 1500 hours of post-doctoral experience while under the direct supervision of one or more approved supervisors. When combined, the hours of supervision under all approved supervisors must span a period of *at least one year*. For more information about the supervision requirements, refer to Section 7.0 of the Board's [Rules and Regulations](#) available on [www.dpr.delaware.gov](http://www.dpr.delaware.gov).

The information in this form may be released under the Delaware Freedom of Information Act. We encourage each supervisor to be candid and forthright in evaluating a candidate for licensure because the supervised professional experience must be completed in a manner satisfactory to the Board.

#### INFORMATION ABOUT APPLICANT

1. Applicant Name: \_\_\_\_\_  
Last First Middle
2. Mailing Address: \_\_\_\_\_  
City State Zip

#### INFORMATION ABOUT SUPERVISOR

3. Supervisor Name: \_\_\_\_\_  
Last First Middle
4. Supervisor's Title: \_\_\_\_\_ Degree: \_\_\_\_\_
5. License Number: \_\_\_\_\_ Date License Issued: \_\_\_\_\_
6. Practice Address: \_\_\_\_\_  
City State Zip
7. Phone: \_\_\_\_\_ Daytime Home Email: None

#### VERIFICATION OF EXPERIENCE

8. During the period that you supervised the applicant, what was the applicant's professional identity?

- Psychologist  Psychological Intern  
 Registered/Certified Psychologist  Trainee  
 Registered Psychological Assistant  Other: Specify: \_\_\_\_\_

9. Were you providing professional services at least 50% of the time in the same work setting where the applicant was gaining supervised professional experience? Yes  No

10. Describe *in detail* the training program and/or psychological duties the applicant performed under your supervision.

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11. I would rate this applicant's performance while under my supervision as (check one):

Acceptable                       Not Acceptable                       Unable to Evaluate

12. Provide the following information about the hours that the applicant worked under your supervision. Note that the hours you enter must be exact *numbers*.

LOCATION OF SUPERVISION	DATES (month/day/year)		TOTAL WEEKS WORKED	HOURS WORKED PER WEEK	TOTAL HOURS WORKED FOR ENTIRE PERIOD	HOURS OF DIRECT CLINICAL SERVICE PER WEEK	TOTAL HOURS OF DIRECT CLINICAL SERVICE FOR ENTIRE PERIOD
	From	To					

13. Provide a detailed breakdown of each type of supervision. *Note that the TOTAL must meet requirements of Section 7.2 of the [Rules and Regulations](#):*

FORMAT OF SUPERVISION	HOURS PER WEEK
Individual Supervision:	
Group Supervision:	
Other Supervision – specify: _____	
<b>TOTAL</b>	

Include any other information you consider to be relevant on a separate page.

**AFFIDAVIT**

I hereby swear or affirm that the information contained in this form is correct and I understand that any intentionally fraudulent information will be reported to the Attorney General.

**Supervisor Signature:** \_\_\_\_\_ Date: \_\_\_\_\_

County of \_\_\_\_\_ State of \_\_\_\_\_

Sworn or affirmed before me a Notary Public this \_\_\_\_\_ day of \_\_\_\_\_, 2\_\_\_\_\_

Notary Signature: \_\_\_\_\_

SEAL

My commission expires on: \_\_\_\_\_

**Mail this form *directly* to the Board office at the address above.**



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**REQUEST FOR SPECIAL ACCOMMODATION**

**INSTRUCTIONS**

Complete and submit this form to request one or more special accommodations due to a disability. To support your request, you must also submit a *current* (no more than three years old) and *comprehensive* report from a qualified examiner appropriate for evaluating your disability. The report must include the all of the following:

- Name, title, credentials and area of specialization of the qualified examiner
- Specific diagnosis
- Specific findings in support of the diagnosis (include relevant test results)
- Recommendation for specific accommodations
- Rationale for requesting specific accommodations

**IDENTIFYING AND CONTACT INFORMATION**

1. Full Name: \_\_\_\_\_  
Last/Family First Middle
2. Other Name(s) Used: None  \_\_\_\_\_
3. Date of Birth (month/day/year): \_\_\_\_\_ Gender: Male  Female
4. Mailing Address: \_\_\_\_\_  
City State Zip
5. Phone: \_\_\_\_\_ Email: None  \_\_\_\_\_  
daytime evening or cell

**INFORMATION ABOUT YOUR DISABILITY AND REQUESTED ACCOMMODATIONS**

6. What type of disability do you have? *State the specific diagnosis.* \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
7. When was your disability first diagnosed? \_\_\_\_\_
8. How does your disability affect your daily life? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

9. How does your disability affect your ability to take computerized examinations? \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

10. What accommodations are you requesting? Refer to the ASPPB Accommodation Code Reference below for the definition of each item. *Check all that apply.*

- |   |   |
|---|---|
| <input type="checkbox"/> Adjustable Armless Chair ADJARM  | <input type="checkbox"/> Adjustable Contrast ADJCTR                         |
| <input type="checkbox"/> Adjustable Font Size ADJFNT      | <input type="checkbox"/> Adjustable Work Station ADJSTA                     |
| <input type="checkbox"/> ASL Interpreter Directions ASDJR | <input type="checkbox"/> Bag Lunch/Snack/Beverage SNACK                     |
| <input type="checkbox"/> Blood Sugar MEDS1                | <input type="checkbox"/> Candy/Snacks SNACKS                                |
| <input type="checkbox"/> Ergonomic Chair ERGCHR           | <input type="checkbox"/> Ergonomic Keyboard ERGKYB                          |
| <input type="checkbox"/> Extra Time – 1 Hour ET01HR       | <input type="checkbox"/> Separate Room SEPRMM                               |
| <input type="checkbox"/> Extra Time – Time and 1/2 ET12ET | <input type="checkbox"/> Separate Room and Lip Speaker SRSPEK               |
| <input type="checkbox"/> Extra Time – 30 Minutes ET30MN   | <input type="checkbox"/> Separate Room and Reader/Recorder SRRERC           |
| <input type="checkbox"/> Extra Time – Double Time ETXXPT  | <input type="checkbox"/> Separate Room and Reader SRREAD                    |
| <input type="checkbox"/> Frequent/Extended Breaks FEBRK   | <input type="checkbox"/> Separate Room and Recorder SRRECR                  |
| <input type="checkbox"/> Glucose Meter GSMTR              | <input type="checkbox"/> Separate Room and Service Animal SRSEAN            |
| <input type="checkbox"/> JAWS (TTS) JAWTTS                | <input type="checkbox"/> Separate Room and Sign Language Interpreter SRSGNR |
| <input type="checkbox"/> Medicine MEDS                    | <input type="checkbox"/> Trackball Mouse TRBAMS                             |
| <input type="checkbox"/> Oxygen PXYGEN                    | <input type="checkbox"/> ZoomText (Screen Mag Only) ZTXTSM                  |
| <input type="checkbox"/> Water Bottle WATERB              | <input type="checkbox"/> Other ACTHER: _____                                |

**Attach a copy of your current evaluation report (no more than three years old)**

11. Have you received accommodations for the EPPP examination before? Yes  No  If yes, explain what accommodations you received: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**CANDIDATE AFFIRMATION**

I affirm that the information I have provided on this request is true and accurate. I have truthfully represented my disability and the impact it has on my daily life and computerized examinations.

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## ASPPB Accommodation Code Reference

Accommodation	Code	Accommodation Description
Adjustable Armless Chair	ADJARM	Candidate can adjust the height of the chair to improve access to the screen, keyboard, and mouse.
Adjustable Contrast	ADJCTR	The display of the contrast on the monitor can be adjusted so that the exam questions are displayed in a higher or lower contrast via different colors for text and background.
Adjustable Font Size	ADJFNT	Candidate can adjust the size of the text displayed on the screen. If a large font is selected the candidate may need to scroll within the test question.
Adjustable Work Station	ADJSTA	Candidate can adjust the height of the workstation to improve access to the screen, keyboard, and mouse.
ASL Interpreter Directions	ASDJR	A sign language interpreter will be present to interpret any directions read to candidates and to facilitate communication with test center staff. The interpreter may not answer any content-related questions.
Bag Lunch/ Snack/Beverage	SNACK	Candidate is permitted to access bag lunch/snack/beverage. <b>NOTE: If you need a separate room to eat lunch, include "Separate Room" as an additional request.</b>
Blood Sugar	MEDS1	Candidate may check blood sugar.
Candy/Snacks	SNACKS	Candidate may bring and access unwrapped hard candy in a clear plastic bag.
Ergonomic Chair	ERGCHR	Candidate has been approved for an Ergonomic Chair.
Ergonomic Keyboard	ERGKYB	An ergonomic keyboard will be provided for the candidate's use.
Extra Time - 1 Hour	ET01HR	Increases the amount of time for completing the exam by 1 hour.
Extra Time - Time and 1/2	ET12ET	Increases the amount of time for completing the exam by 50% the original time.
Extra Time - 30 Minutes	ET30MN	Increases the amount of time for completing the exam by 30 minutes.
Extra Time - Double	ETXXPT	Doubles the amount of time for completing the exam.
Frequent/Extended Breaks	FEBRK	Candidate has a testing accommodation for frequent and/or extended breaks. The exam clock will continue to run.
Glucose Meter	GSMTR	Candidate may bring a glucose meter and keep in the locker for easy access.
JAWS (TTS)	JAWTTS	Exam appointment requires that special screen-reader software JAWS be installed.
Medicine	MEDS	Candidate is permitted to access medication from his/her locker during the examination.
Other	ACTHER	A non-standard accommodation is requested. <b>NOTE: Please use extra time to cover any additional breaks AND DO NOT USE "OTHER" IN THE DROP LIST.</b>
Oxygen	PXYGEN	Candidate may bring oxygen.
Separate Room	SEPRMM	The exam must be delivered in a private room. The Pearson Professional Centers refer to this as the Accommodations Room.
Separate Room and Lip Speaker	SRSPEK	A lip speaker may assist the candidate. The exam must be delivered in a private room.
Separate Room and Reader	SRREAD	A reader may assist the candidate. The exam must be delivered in a private room. The Pearson Professional Centers refer to this as the Accommodations Room.
Separate Room and Reader/Recorder	SRRERC	A reader and recorder are approved to assist the candidate. The exam must be delivered in a private testing environment.
Separate Room and Service Animal	SRSEAN	Candidate is allowed to bring his/her service animal into the testing room. The exam must be delivered in a private room. The Pearson Professional Centers refer to this as the Accommodations Room.

*Continued on next page*

Accommodation	Code	Accommodation Description
Separate Room and Sign Language Interpreter	SRSGNR	A sign language interpreter may assist the candidate with communicating with the Test Administrator (TA). The exam must be delivered in a private room. The Pearson Professional Centers refer to this as the Accommodations Room.
Trackball Mouse	TRBAMS	The candidate is allowed to use a trackball mouse.
Water Bottle	WATERB	Candidate may bring and have access to a water bottle during testing. Water must be in a spill-proof sports-type bottle with a spout and is subject to inspection by the proctor.
ZoomText (Screen Mag Only)	ZTXTSM	This exam appointment requires ZoomText with screen magnification capability be installed. <b>NOTE: If you select the ZoomText accommodation, you MUST also select the Adjustable Font Size accommodation.</b>

# Instructions for Requesting a Criminal Background Check

**Both State of Delaware and Federal Bureau of Investigation criminal background checks are required.**

## Applicant Notification

Your fingerprints will be used to check the criminal history records of the Federal Bureau of Investigation (FBI). You have the opportunity to challenge the accuracy of the information contained in the FBI identification record. See [Title 28, CFR 16.34](#) for the procedure to obtain a change, correction or update in the FBI record.

## Locations

### **Kent County – Primary Facility**

State Bureau of Identification  
Blue Hen Mall & Corporate Center  
655 S. Bay Rd. Suite 1B  
Dover, DE 19901

**Walk-ins accepted:** Mon 8:30 am – 6:30 pm, Tue - Fri 8:30 am – 3:30 pm  
Customer Service: (302) 739-2134

### **New Castle County - Satellite Facility**

State Police Troop Two  
100 LaGrange Ave  
Newark, DE 19702  
(between Rts. 72 and 896 on Rt. 40)

#### ***By appointment only***

Scheduling: (302) 739-2528 (local)  
(800) 464-4357 (toll free)

### **Sussex County – Satellite Facility**

Thurman Adams State Service Center  
546 S. Bedford Street, Rm. 202  
Georgetown DE 19947  
(across from DeIDOT & Troop 4)

#### ***By appointment only***

Scheduling: (302) 739-2528 (local)  
(800) 464-4357 (toll free)

## Applicants in Delaware

1. If you are using the New Castle County or Sussex County locations, call **(800) 464-HELP (4357)** to schedule an appointment. No appointments are needed at the Kent County location.
2. Take the completed *Authorization for Release of Information* form to one of the offices listed above with the fee of \$65.00, to cover both the State of Delaware and Federal Bureau of Investigation criminal checks. Money orders and credit cards other than American Express are accepted at all locations. New Castle and Kent Counties accept cash; Sussex County does not accept cash. **Personal checks are not accepted in any county.** As fees are subject to change, contact the agency where you plan to submit your forms for current fees.

## Applicants Not in Delaware (including Out-of-State or Outside the United States)

1. Your local police agency can fingerprint you. All types of fingerprint cards are accepted. Or, you may print a [FD-258 fingerprint form](#) available on the FBI website at [www.fbi.gov](http://www.fbi.gov) – click *Services*, then *Identity History Summary Checks*, then scroll down to Option 1, Step 2, and click the link for *standard fingerprint form (FD-258)*. You may print the form on regular paper.
2. Your *Authorization for Release of Information* form and the fingerprint card must be complete. If identifying information is missing (such as name, date of birth, race, gender, etc.), your form will be returned.
3. **Mail** the *Authorization* form, fingerprint card, and *certified* check or money order (**personal checks are not accepted**) for \$65.00 made payable to “Delaware State Police” to:

**Delaware State Police  
State Bureau of Identification (SBI)  
PO Box 430  
Dover, DE 19903-0430**

**DO NOT SEND THIS FORM OR FEE TO YOUR PROFESSION'S BOARD OFFICE.**

**DO NOT SEND THIS FORM OR FEE TO THE DIVISION OF PROFESSIONAL REGULATION.**

**⇒ ALLOW FOUR WEEKS FOR RECEIPT OF RESULTS.**

