

The American Board of Cognitive and Behavioral Psychology

Manual for Applicants

(Revised, December 5, 2011)



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THE AMERICAN BOARD OF COGNITIVE AND BEHAVIORAL PSYCHOLOGY

WELCOME

Welcome to the application procedure for Board Certification in Cognitive and Behavioral Psychology. This manual provides information and implementation procedures in order for psychologists to be awarded board certification. It contains the definition of the specialty, the competencies expected, and procedures to establish eligibility for candidacy to the examination. We are ready to help with any questions you may have as you proceed through the process.

The American Board of Cognitive and Behavioral Psychology (ABCBP) is a member specialty board of the American Board of Professional Psychology (ABPP). Applicants who meet the education, training, and experience requirements, and who demonstrate the defining competencies of the specialty through a performance examination will qualify as a board certified psychologist and may use "ABPP" or "ABCBP" in their signature block.

THE AMERICAN ACADEMY OF COGNITIVE AND BEHAVIORAL PSYCHOLOGY

Board certified psychologists automatically become members of the American Academy of Cognitive and Behavioral Psychology (www.aacbp.org). The academy website provides additional information for applicants who want to become board certified, has a *list of mentors* with whom you can consult as you move through the process, and contains a list of all Board Certified Specialists in Cognitive and Behavioral Psychology.

DEFINITION OF THE SPECIALTY

The specialty of Cognitive and Behavioral Psychology emphasizes an experimental-clinical approach to the application of behavioral and cognitive sciences to understand human behavior and develop interventions that improve the human condition. Cognitive and behavioral psychologists engage in research, education, training, and clinical practice regarding a wide range of problems and populations.

The distinct focus of cognitive and behavioral psychology is twofold:

- (a) its heavy reliance on an empirical approach; and
- (b) its theoretical grounding in learning and behavioral analysis theories, broadly defined, including respondent conditioning, operant learning, social learning, cognitive sciences, and information processing models of behavior.

Currently, there are four sub-areas of Cognitive and Behavioral Psychology that share theoretical foundations in learning theory and a common approach to case conceptualization. These are (a)

applied behavior analysis, (b) behavior therapy, (c) cognitive-behavior therapy, and (c) cognitive therapy. Empiricism is a hallmark of all Cognitive and Behavioral Psychology and of each of these sub-areas. Consequently, good practice in Cognitive and Behavioral Psychology relies heavily on those assessment and intervention procedures that have been found to be empirically supported. Applicants who are interested in an additional description of the field are referred to:

Dowd, E. T., Clen, S.L., and Arnold, K. (2010). The specialty of cognitive and behavioral psychology. *Professional Psychology, 41*, 89-95.

OVERVIEW OF THE APPLICATION PROCESS

As a specialty board of ABPP, the ABCBP requires successful completion of three steps in order to achieve Board Certification. These are

- (a) Submission and approval of credentials (e.g., training and licensure)
- (b) Submission and approval of a practice sample (e.g., videotape of an intervention session) that shows your daily functioning, and
- (c) an oral examination.

These are presented in the sections below.

COMPETENCIES CHARACTERIZING THE SPECIALTY

Competencies are organized into two categories: *functional competencies* and *foundational competencies*. *Functional competencies* are day-to-day practice activities. In the ABCBP examination, all candidates are evaluated in the following four functional competencies: (a) assessment, (b) intervention, (c) consultation, and (d) application of the science underlying cognitive and behavioral practice. Depending upon the nature of your practice, you also may be examined for two additional functional competencies: supervision/management and teaching.

The first four competencies are essential for anyone applying for Board Certification in Cognitive and Behavioral Psychology; Although not required, candidates may choose to emphasize the two additional competencies if they are more representative of their daily activities.

Foundational competencies are core foundations that *cut-across* the functional competencies and include ethics and legal issues and concerns, individual and cultural diversity, effective interpersonal interactions, and professional identification.

The functional and foundational competencies of the ABCBP are defined below.

FUNCTIONAL COMPETENCIES

ESSENTIAL FUNCTIONAL COMPETENCIES

- *Assessment.* Defining, diagnosing, and conceptualizing problems and issues associated with individuals, groups, and/or organizations. An example is conducting a functional analysis, or using measures of cognitive styles to help understand the client/patient's presentation.
- *Intervention.* Developing, implementing, and evaluating interventions designed to produce positive change. An example is, based on the assessment, using a case formulation to select treatment goals and intervention strategies.
- *Consultation.* Providing expert guidance or professional assistance to a client's needs or goals. Examples include providing cognitive and behavioral consultation on a hospital medical unit, or teaching cognitive-behavioral strategies for weight loss to a primary care physician.
- *Application of the Science Underlying Cognitive and Behavioral Psychology.* Producing, consuming, or communicating scientific theory and knowledge relevant to cognitive and behavioral practice. An example is citing relevant research that informs your particular treatment interventions.

OPTIONAL FUNCTIONAL COMPETENCIES

- *Supervision and Management.* The guidance, direction, and monitoring of trainees, residents, staff, or programs. An example is supervision of a psychology intern using a cognitive and behavioral approach.
- *Teaching.* Formal teaching (including workshops, coursework, and presentations) related to Cognitive and Behavioral Psychology.

FOUNDATIONAL COMPETENCIES

- *Ethics and Legal Foundations.* Awareness and application of appropriate ethical and legal practice requirements.
- *Individual and Cultural Diversity.* Awareness and sensitivity when working with diverse individuals, groups, and communities that represent various cultural and personal background and characteristics.
- *Interpersonal Interactions.* Skills to relate effectively and meaningfully to individuals, groups, and/or communities, and to function effectively in interdisciplinary systems.
- *Professional Identification.* Practice conducted within the boundaries of competencies, including involvement in the profession and the specialty in particular. Continuing development as a cognitive and behavioral psychologist. Advocacy for the cognitive and behavioral specialty and the profession.

ELIGIBILITY FOR CANDIDACY

In order to qualify for entrance to the examination in cognitive and behavioral psychology, and to move from applicant to candidacy status, the applicant is expected to satisfy the ABPP generic criteria as well as the specialty specific criteria established by the ABCBP. These criteria are listed below and can also be found at www.abpp.org.

Applicants first submit the following education and training accomplishments to the ABPP Central Office in order to establish completion of the following professional accomplishments:

GENERIC DEGREE AND PROGRAM REQUIREMENTS

- A doctoral degree from a program in professional psychology that was accredited by the APA or the Canadian Psychological Association (CPA) at the time the degree was granted, OR
- A doctoral degree from a program meeting criteria outlined in the ABPP Standards Manual at the time the degree was granted. If you have a question about your program's eligibility, contact the ABPP Central Office (www.abpp.org) and request an individualized review of your credentials.

Or, the degree requirement can be met if:

- The applicant is credentialed as a health service provider in the current Directory of the National Register of Health Service Providers in Psychology, or the current Canadian Register of Health Service Providers in Psychology, OR
- The applicant holds a current Certificate of Professional Qualifications in Psychology from the Association of State and Provincial Psychology Boards, OR
- The applicant holds a doctoral degree in a psychology specialty other than an applied or professional specialty, and has subsequently been certified as completing the requirements of a formal, doctoral level, professional program that meets the APA accreditation requirements in clinical, counseling, or school psychology (i.e., re-education, often referred to as re-specialization), OR
- The applicant qualifies for an individualized exception review. Individualized exception reviews are available for degrees granted outside the U.S. or Canada, doctoral degrees granted prior to 1983, or for applicants claiming equivalent doctoral degree and program requirements. Such exceptions are coordinated through the ABPP Executive Office and the appropriate specialty board.

LICENSURE/CERTIFICATION REQUIREMENTS

- The Applicant must be licensed or certified as a psychologist at the independent practice level by a State, Province, or Territory of the U.S. or Canada.
- The license/certificate must be in good standing.

SPECIALTY SPECIFIC PROGRAM REQUIREMENTS

- Candidates should have documented coursework in cognitive and behavioral psychology during their graduate or post-doctoral training, which can be supplemented by postdoctoral Continuing Education activities.
- The applicant is required to have completed an acceptable internship program (e.g., an APA accredited or APPIC member internship) and a one-year one year full-time (or equivalent) formal post-doctoral training program in cognitive behavioral psychology OR two years of post-doctoral experience predominantly in cognitive and behavioral psychology.
- Documentation of relevant cognitive and behavioral psychology experience is represented by having been supervised in cognitive and behavioral psychology. In some cases supervision that is not part of a formal doctoral program can be substituted.
- Because the practice of cognitive and behavioral psychology is multifaceted, candidates may apply (and be examined) in one or more of four areas of emphasis. These areas include: Applied Behavior Analysis, Behavior Therapy, Cognitive-Behavior Therapy, Cognitive Therapy. Although your self-identification may be in one of these specific areas, it is expected that applicants are conversant in broad-based cognitive and behavioral psychology.
- The board recognizes that not all of your experience is exclusively in cognitive and behavioral psychology. However, it is expected that you will belong to, and self-identify with, one or more of the major professional organizations in cognitive and behavioral psychology.

SENIOR PSYCHOLOGIST OPTION

Psychologists who meet the degree, internship, and postdoctoral criteria shown above, AND who have 15 years or more of postdoctoral experience following licensure as a psychologist are eligible for the Senior Psychologist option. The aim of this program is to bring into the American Board of Cognitive and Behavioral Psychology senior colleagues who have made a sustained contribution to our field.

QUALIFIED INDIVIDUALS WITH DISABILITIES

The Board encourages qualified individuals with disabilities to apply for ABCBP Specialist status. The Board recognizes that these individuals may encounter unusual difficulties and will make efforts to provide reasonable accommodations for these applicants.

The Board will consider individual requests for accommodations by qualified individuals with disabilities. Although a qualified individual can request reasonable accommodation, he or she must formalize the request with the Board, and is expected to support the request with documentation confirming the need for reasonable accommodation and the basis of the need.

At the request of the Board, applicants with special needs have to be ready to document the problem and assist the board in developing reasonable accommodations. At its sole discretion, the Board will either grant or deny the request.

APPLICATION FORM

The Application Form is available from the ABPP Web site (www.abpp.org) . From the home page click on *Applicants*, then *Cognitive and Behavioral Psychology* from the list on the left side, then click on *Application*. The application form, as well as all other certification instructions and forms, is available on-line or by hard-copy upon request to the ABPP Central Office. It also appears at the end of this document.

The Application Form is to be completed in full, without reference to a Vita. Send the required endorsements with the application (sealed or open). Also include the current application fee of \$125.00. Lastly, the applicant is to arrange (as soon as possible) to have his or her doctoral program transcript sent directly to the ABPP Central Office. The Central Office will verify the applicant's statutory license/certification and professional standing (disciplinary actions status).

The application form and related materials serve as foundational information to determine Candidacy (eligibility) for the examination.

The application and related materials are reviewed by the ABPP Executive Officer for compliance with the generic criteria. Upon meeting the generic criteria, the applicant's file is sent to the ABCBP reviewer for confirmation of the specialty specific criteria. The ABCBP's reviewer then sends the candidacy decision to the Central Office whereupon the Central Office notifies the applicant of the decision.

OVERVIEW OF THE THREE STAGE PROCESS

STAGE 1: CREDENTIALS REVIEW

As noted above, the candidate's application is reviewed by the ABCBP credentials coordinator to insure that basic requirements for board certification in cognitive and behavioral psychology are met. The applicant is then admitted to candidacy.

STAGE 2: SUBMISSION OF WRITTEN DOCUMENTS AND THE PRACTICE SAMPLE

The written documents are to be submitted to the practice sample coordinator (the written requirements are described below).

STAGE 3: THE ORAL EXAMINATION

Following approval of the written documents, an oral examination is scheduled by the Chair of a three member Examination Committee.

REQUIRED WRITTEN DOCUMENTS

Upon acceptance as a candidate, the applicant proceeds to the next stage of review which involves submission of the following required written documents:

- (a) *An updated CV,*
- (b) *Professional Statement,* and
- (c) *Practice Sample.*

These documents must be submitted within one year from the letter of candidacy notification. All written documents, including the practice sample, are sent (3 copies of *all* materials) to the ABCBP Practice Sample Reviewer. The current fee (\$250) and registration form are sent to the ABPP Central Office. Upon receipt of this registration the written materials the review moves forward. The decision regarding acceptance or (minor) modification or rejection of the required written documents is made by the practice sample coordinator, with input from the review committee of three cognitive and behavioral psychology specialists. The practice written documents review decision is sent to the Central Office whereupon the decision is immediately forwarded by letter to the candidate.

CONTENT OF THE PROFESSIONAL STATEMENT

The candidate prepares a Professional Statement by responding to the specific questions below. This statement details the candidate's experience in cognitive and behavioral psychology and includes the focus of his or her practice orientation, a brief discussion of the theorists or researchers who have influenced his or her thinking and practice, and the candidate's intentions for future work in cognitive and behavioral psychology.

PROFESSIONAL STATEMENT

Please answer all questions in five or fewer double spaced, typewritten pages.

1. Describe the professional work in which you are engaged at this time. Be sure to focus on a) your current employment and professional activities at the local, state, and national level, b) continuing professional education activities, c) long term plans in Cognitive and Behavioral Psychology, and d) reasons for seeking board certification.
2. Provide evidence for the ways in which you utilize or contribute to the current science base by addressing one of the two following points:
 - (a) Discuss the evidence base that informs your practice, including how you determine if your activities as a Cognitive and Behavioral Psychologist are effective; *or*
 - (b) describe your own current clinical research activities and how these inform your practice.

3. Discuss your current assessment, intervention, consultation and/or supervision, and teaching/management activities (the latter only if applicable), as well as both the theoretical and empirical basis for these activities. Include a description of your theoretical framework and a discussion of how and which researchers and/or theorists in the field have influenced you. Address ways that your theoretical model informs your attitude toward individual and cultural diversity, the impact of your model on assessment, intervention, consultation/supervision, and teaching/management activities (the latter only if applicable).
4. Provide specific examples of awareness of individual and cultural diversity as pertinent to your scholarship, assessments, interventions, consultation/supervision, teaching/management (the latter only if applicable), and interpersonal interactions.
5. Describe in one or two paragraphs a challenging ethical dilemma encountered in your work as a Cognitive and Behavioral Psychologist. Address what aspects of the APA Ethical Principles of Psychologists and Code of Conduct it related to, and how you handled the dilemma. If applicable, address diversity considerations that arose in resolving this dilemma.
6. Indicate that no ethical or legal action has taken place since your admission to candidacy.

CONTENT OF THE PRACTICE SAMPLE

The Practice Sample is expected to reflect the current specialty practice of the candidate. The sample should also reflect the competencies characteristic of cognitive and behavioral psychology. To provide substantive content for the examination, the candidate must present at least one practice sample of his or her customary practice as a cognitive and behavioral psychologist. This is to consist of a written practice sample of professional interactions (such as a cognitive-behavioral psychotherapy session or supervision of a new cognitive-behavioral psychologist) and must be accompanied by a CD/DVD.

The sample provides the Board and the examining committee with concrete examples of the your professional practice as a cognitive and behavioral psychologist and is expected to include evidence of cognitive-behavioral assessment and interventions.

In order to comply with the requirements of Stage 2, please submit the following documents:

- a. Three (3) copies of a written case conceptualization including relevant history and assessment **WITH ALL IDENTIFYING INFORMATION APPROPRIATELY DISGUISED**. Include a sample copy of a consent form that you asked the client to sign (the Board does not and should not receive the signed consent that would include have identifying information).
- b. Three (3) copies of a CD/DVD of one session of high quality sound.
- c. Three (3) copies of the brief Professional Statement.
- d. Three (3) copies of an up-to-date recent curriculum vitae.

REQUIRED WRITTEN DOCUMENTS - SENIOR OPTION

As noted above, the Senior Option is intended to recognize the sustained contributions of applicants who have practiced Cognitive and Behavioral Psychology for 15 years or more after licensure as a psychologist. Therefore, the required written documents for the Senior Option are to contain the following:

- a. Three (3) copies of an updated curriculum vitae.
- b. Three (3) copies of your Professional Statement.
- c. Three (3) copies of one or more of the following:
 - i. Publications (articles or books) or professional presentations that have been influential in cognitive and behavioral psychology and demonstrate the candidate's knowledge and expertise; or
 - ii. Description of a clinical research project that has been influential in cognitive and behavioral psychology along with a statement regarding how it have been influential;
or
 - iii. Description of teaching/training/workshop/administrative activities that have been influential in cognitive and behavioral psychology along with a statement regarding how they have been influential.
 - iv. A traditional practice sample (content as described above) may also be submitted.

In preparing the updated CV and Professional Statement, the candidate submitting the written documents for the Senior Option should provide and highlight evidence demonstrating sustained and quality professional practice and involvement in cognitive and behavioral psychology over a period of at least 15 years post licensure.

THE ORAL EXAMINATION

Upon approval of the Practice Sample the candidate registers with Central Office (with the current fee of \$450.00) for the oral examination. This registration initiates scheduling the oral examination.

ARRANGEMENT FOR THE EXAMINATION

The ABCBP board is responsible for reviewing materials and establishing examination committees. A chairperson and two additional Board Certified specialists are selected to comprise the three-person examination committee.

Examinations are regularly scheduled in conjunction with (immediately before, during, or immediately after) the annual convention of the Association of Behavioral and Cognitive Therapy (formerly known as the Association for Advancement of Behavior Therapy). This

allows for periodic examinations throughout North America, in a manner that is convenient for attendees of the ABCT convention. Examinations may also be scheduled at other times and locations that are convenient to both candidate and examiners.

THE EXAMINATION COMMITTEE

The ABCBP examination is conducted by a committee of three Board Certified specialists. An attempt will always be made to have at least one examiner represent the candidate's specific area (i.e., Applied Behavior Analysis, Behavior Therapy, Cognitive Therapy, or Cognitive-Behavior Therapy). Candidates, however, should potentially expect to be examined in areas outside of their own practice of cognitive-behavioral assessment and intervention. Board certification implies knowledge in areas outside of one's own usual practice of psychology.

THE EXAMINATION IN COGNITIVE AND BEHAVIORAL PSYCHOLOGY

The ABCBP examination is designed to judge specialty level competence in Cognitive and Behavioral Psychology. The examination consists of a review of the previously submitted practice sample, an in-vivo interview, general issues in the area of cognitive and behavioral psychology, and professional standards. The exam covers six interrelated areas:

1. *Assessment*: Whereas it is understood that assessment can take many forms, the committee will look for signs that the assessment is appropriate for the problem(s) presented. Cognitive-behavioral and traditional assessments may be interrelated, if appropriate to the problem. The board recognizes that assessments are often reactive and therapeutic in their own right, which is taken into account during the examination.
2. *Constructive Interventions*: The committee will look for signs that the intervention(s) selected are appropriate, based on the nature of the problem and/or results of the assessment.
3. *Science Base and Application*: It is assumed that the cognitive and behavioral psychologist is aware of scientific and scholarly developments in order to infuse his or her practice with up-to-date, valid, and reliable data. Part of the examination, therefore, will ascertain whether the Candidate can present and discuss issues in contemporary cognitive and behavioral psychology.
4. *Consultation and Supervision*: This competency area is an important part of many specialists' practice and, when it is, the specialist should be competent in these practice activities.
5. *Ethics and Legal Foundations*: A cognitive and behavioral psychologist is expected to be aware of (a) ethical principles as adopted by the profession, and (b) the implications of these principles in practice, including the responsibility of practicing within legal guidelines and in the best interests of society and the client/patient.
6. *Understanding of, and Sensitivity to, Diversity issues*: The candidate is expected to understand the scope and limitations of our knowledge of how cognitive and behavioral principles apply to individuals from diverse backgrounds and life contexts. The influence of race, gender, gender identity, ethnic background, socio-economic background and sexual orientation in case

conceptualization and treatment are particularly relevant. The candidate is expected to demonstrate awareness of his or her own privileges and limitations based on these diverse factors.

7. *Professional Identification:* A board certified psychologist is expected to identify with the profession by appropriate memberships and activities, and to be aware of current issues and problems involved in the development of a creative and responsible profession.

THE IN-VIVO INTERVIEW

The Examination Chair is responsible for coordinating the attendance of an actual client/patient, or a supervisee who will be interviewed by the candidate. If an actual client/patient participates, the candidate is expected to conduct an interview to gather sufficient information to develop a case conceptualization and treatment recommendations to be provided to a referring psychologist (who may also be present for this portion of the exam). It is more frequently the case that the in-vivo examination is in the form of consultation with another mental health professional who will briefly present a case and the candidate will then interview the supervisee in order to gain sufficient understanding to develop a case conceptualization and offer treatment recommendations. The supervisee is not being questioned as to the appropriateness of his or her treatment, but rather the candidate is expected to be providing the supervisee with expert opinion about cognitive and behavioral treatment.

ORAL EXAMINATION FORMAT

The examination lasts approximately 3 ¼ hours at a time and place of mutual convenience of the examiners and candidate. All materials will have been submitted to, and reviewed by, the examiners in advance of the examination. The exam format will be approximately as follows:

ORAL EXAMINATION ACTIVITIES (APPROXIMATE TIME IN MINUTES)

1. Committee meets and organizes (15)
2. Committee chair greets candidate, introduces other committee members, and describes procedures (10)
3. Review of candidate's professional statement and practice sample (30)
4. In-vivo interview (30)
5. Review of candidate's in-vivo interview (30)
6. Review of ethical, professional, and legal standards and guidelines (20)
7. Review of current trends and issues in cognitive and behavioral psychology (30)
8. Examination wrap-up discussion, questions, further information candidate wishes to present and Practice Samples returned. (30)

Total: 3 hours, 15 minutes

THE ORAL EXAMINATION FOR THE SENIOR OPTION

In nearly all cases the oral examination is the same for candidates who take the senior option. However, when it is clear that senior candidates have demonstrated publicly their clinical expertise (e.g., the candidate has a series of training tapes available in which they conduct treatment), the in-vivo portion of the examination may be waived and questioning would focus on the candidate's practice sample and the body of work presented that qualified the candidate for the senior option. The option to waive the in-vivo portion of the examination is conditioned solely on the judgment of the examination committee and is made once all members of the committee have reviewed the practice sample.

NOTIFICATION AND AWARD OF THE DIPLOMA

Each candidate will receive formal notification by the ABPP Central Office about the examining Committee's judgment within one month of the examination. Successful candidates will be so notified and a diploma will be issued within 45 days.

If the candidate is not successful, an explanation of the reasons for not awarding the diploma will be provided in order to guide further professional development. If the candidate believes the examination procedures were not conducted in a fair and appropriate manner or that there were procedural errors he or she may request a review. A candidate cannot request a review simply because he or she disagrees with the results, but only if there is reason to believe that procedural errors led to an unfair or inappropriate examination. A request for a review has to be made to the Central Office of ABPP within 30 days of the notice of failure and is to include a definitive statement of procedural errors considered by the candidate to have interfered with a fair evaluation. A review by the appeals committee of ABCBP may result in a nullification of the examination or a confirmation of the "no award" decision. Although a candidate cannot be awarded the diploma as a result of the review, if the examination is nullified the candidate will be allowed to retake the examination with a new examining committee with fees waived. If, following the judgment of the review committee the examination is not nullified and the candidate requests a second examination, an entirely new committee will be formed and a second examination fee is charged. No member of the first committee will be allowed to serve on the second committee.

PERSONAL AFFILIATION AND STANDARDS OF PRACTICE

ABPP will suspend action on any candidate who is being investigated by the APA Committee on Scientific and Professional Ethics and Conduct, or a state Board of Examiners until the investigation is complete. ABPP reserves the right to revoke the diploma of an individual whenever it judges that the recipient no longer represents the standards of practice which were the basis of the original award. The ABPP Ethics Committee makes recommendations to the Board of Trustees in such matters.

As leaders in cognitive and behavioral psychology, board certified psychologists are expected to continue to support the profession of psychology and the specialty of cognitive and psychology. Encouraging colleagues to apply for board certification, serving as examiners for future candidates, participating in local professional groups and the Academy of Cognitive and Behavioral Psychology, and continuing one's professional activities are some ways in which the board certified specialist may continue to advance the profession.

SCHEDULE OF FEES (AS OF APRIL 2010)

The current total fee for the application, evaluation, and award of the diploma is \$825, and is payable in sequence as you proceed through the process as follows:

Application Fee	\$125
Practice Sample Fee	\$250
Examination Fee	\$450

The Board reserves the right to change its schedule of fees at any time during the course of candidacy. FEES ARE NOT REFUNDABLE.

CLOSING STATEMENT

Our goal is to certify specialists in Cognitive and Behavioral Psychology. Although there are specific steps to follow in the process, we believe that you will find it will to be a useful experience and one that will sharpen your skills as you proceed through application, submission of the work sample, and the in-vivo examination.

We want to be helpful. If we can lend a hand with the process, or answer questions you may still have, please let us know. Also, as noted at the beginning of this manual, the American Academy of Cognitive and Behavioral Psychology (www.aacbp.org) maintains a *list of mentors* who can provide personal feedback and support as you complete the application for board certification.

FOR INFORMATION, WRITE OR CALL:

American Board of Professional Psychology
600 Market Street
Suite 300
Chapel Hill, NC 27516
919.537.8031
E-mail: office@abpp.org

(what's)the big idea(?): get certified

1 apply
initiate an application for ABPP board certification by submitting the materials to the central office

2 generic credentials review
the ABPP central office ensures that you have met all the generic criteria and have the appropriate licensure for certification

3 specialty credentials review
the application is sent to the appropriate specialty board to ensure that your credentials meet all the specialty-specific criteria for your chosen specialty

4 practice samples
submit practice samples representative of your work and competency

*please note that the forensic and clinical neuropsychology boards require a written exam at this point

5 oral exam
sit for an oral exam with examiners in your chosen specialty

6 get certified
join the ranks of many of your colleagues as board certified through ABPP, and display your diploma with pride
many settings provide for salary increases and advancement if ABPP certified

The clearest and most responsible way for a psychologist to represent herself/himself to the public, third-parties, and the profession as a specialist is to be certified through an organized peer process as meeting the standards and demonstrating the competencies required in the specialty. ABPP is the only non-profit professional unitary organization with multiple specialty board quality controls recognized by the profession as certifying specialty practitioners in psychology.



checklist basics:
-a doctoral degree from an APA/CPA accredited or ASPPB/NR designated program
-licensure as a psychologist at the independent doctoral level

-APA/CPA accredited internship or equivalent year of supervised experience

core competencies in psychology

functional:
assessment
intervention
consultation
science base & application
supervision / teaching / management

foundational:
interpersonal interactions
individual and cultural diversity
ethics and legal foundations
professional identification

AMERICAN BOARD OF PROFESSIONAL PSYCHOLOGY, INC. APPLICATION FOR SPECIALTY CERTIFICATION IN COGNITIVE AND BEHAVIORAL PSYCHOLOGY

I hereby apply to the ABPP for the purpose of board certification in the specialty of Cognitive and Behavioral Psychology.

() I wish to apply for the “Senior” procedural option (15 years of practice following licensure)

Date application and fee submitted _____

GENERAL EDUCATION AND LICENSURE/CERTIFICATION REQUIREMENTS

1. Name _____
Last First MI (Known by any other name)

2. () Uniformed Services

3. Office Address _____ Phone _____
 _____ Fax _____
City State Zip

Home Address _____ Phone _____
 _____ Email _____
City State Zip

Preferred Mailing Address () Office () Home
 Preferred Online Directory Address () Office () Home

4. Current License/Certification in Psychology at the independent level:

Jurisdiction	Certificate/License Number	Date of Certificate / License.
_____	_____	_____
_____	_____	_____
_____	_____	_____

5. Doctoral Degree is: () Ph.D. () Psy.D. () Ed.D. Year Degree Awarded _____
 Institution _____ Department _____

Professional Program (e.g., clinical psychology) _____

Reminder: The applicant must arrange that the doctoral transcript be sent directly to the Central Office of ABPP by the institution.

6. Doctoral Degree Program meets ABPP Generic Requirements if at the time the Degree was granted the program was: (check below)

- APA or CPA Accredited
- Listed as a Psychology Program in the ASPPB Doctoral Psychology Programs Meeting Designation Criteria
- Credentialed as a Health Service Provider in current NRHSPP/CRHSPP Directory
- Holds a CPQ: a Certificate of Professional Qualification in Psychology by the ASPPB

Note: If none of the above qualifiers apply and if you wish to qualify through an individualized review against ABPP generic requirements or, if you wish to apply for a senior procedure option (defined as 15 years or more of appropriate experience beyond following licensure as a psychologist at the independent practice level: not available for the neuropsychology and forensic specialties), check below:

- Individualized review
- Optional senior procedures

7. Internship Program

Program Name _____

Location _____

Date Completed _____

Accredited By: APA CPA Listed in APPIC Directory

8. If you completed a one year, full-time (or equivalent) formal post-doctoral training program in cognitive behavioral psychology, that experience can be used in lieu of the required two years of supervised work experience in cognitive behavioral psychology. Have you completed such a program? (if not, leave blank)

_____No _____Yes

Post-doctoral Program

Program Name _____ Date completed _____

Location _____

Describe briefly _____

9. Ethical and Legal Issues. Have you been:

Convicted of a Felony? Yes No

Sued for malpractice? Yes No

Charged with an ethics or conduct violation that resulted in an adverse decision or action, including censure, probation, suspension or revocation of your license to practice psychology?
 Yes No

*If yes to any of the above issues, include a complete statement of details on a separate sheet of paper.

AREA OF SPECIALTY

10) To allow the board to organize an examination committee)

- Applied Behavior Analysis Behavior Therapy
- Cognitive-Behavior Therapy Cognitive Therapy

Special areas of proficiency

- Biofeedback Behavioral Medicine Child Behavior Therapy/Modification
- Adult Behavior Therapy/Modification Industrial/Organization Behavior Modification
- Special Populations Sport/Exercise Modification
- Other_____

DOCTORAL DEGREE

11. Send transcripts of all graduate education to the ABPP Central Office.

PROFESSIONAL EMPLOYMENT EXPERIENCE

CURRENT EXPERIENCE

12. Institution_____ Inclusive dates (from)_____ (to)_____

Address_____

Title or Position_____

Professional Supervisor (best able to evaluate your work)_____

Hours per week devoted to cognitive behavior therapy_____

Describe your activities and responsibilities in Cognitive and Behavioral Psychology.

Describe *concurrent* professional and/or academic activities. If engaged in private practice, indicate extent and nature (i.e., types of clients, behavioral modalities used). Hours per week for these activities? _____

PREVIOUS EXPERIENCE

13. Institution _____ Inclusive dates (from) _____ (to) _____

Address _____

Title or Position _____

Professional Supervisor (best able to evaluate your work) _____

Hours per week devoted to cognitive behavior therapy _____

Describe your activities and responsibilities in Cognitive and Behavioral Psychology.

14. Institution _____ Inclusive dates (from) _____ (to) _____

Address _____

Title or Position _____

Professional Supervisor (best able to evaluate your work) _____

Hours per week devoted to cognitive behavior therapy _____

Describe your activities and responsibilities in Cognitive and Behavioral Psychology.

(Continue on supplementary sheets, if necessary)

PROFESSIONALLY SUPERVISED EDUCATIONAL EXPERIENCE

15. Describe those professionally supervised educational experiences that prepared you to practice cognitive and behavioral psychology. List the cognitive and behavioral assessments and interventions you provided and how you were supervised. Please label separately your pre-doctoral internship and relevant postdoctoral experience(s).

Institution _____ Dates (from) _____ (to) _____

Address _____

Your Position _____ Hours per week _____

Professional Supervisor _____ Degree _____

(Continue with 15a, 15b, etc., on supplementary sheets, if necessary)

16. Give other indications, as appropriate, to document your commitment to cognitive and behavioral psychology. You may include a list of research papers, books, workshops taken or led, or other indications of a contribution to therapy, cognitive therapy, applied behavior analysis, or cognitive-behavior therapy.

17. Membership in Professional Societies:

a. American Psychological Association/ Canadian Psychological Association () Yes () No

Give divisions and indicate Member or Fellow Status _____

b. State Psychological Association _____

c. Other Associations _____

18. Are you engaged in the private practice of cognitive and/or behavior therapy? () Yes () No

If yes, is it () full time or () part time

If you are engaged in any form of private practice, please attach samples of publicity and promotional materials, including business cards, letterheads, and brochures.

If you are listed on the internet, or have a professional web site, attach materials or give the URL.

I, the undersigned, hereby make voluntary application to the American Board of Professional Psychology, Inc., for certification as a specialist and the issuance of a Diploma in a specialty affiliated with the American Board of Professional Psychology. I understand that my application is subject to the rules, bylaws, and other governing provisions of the Board (hereinafter called regulations), and I agree to be bound by the regulations of the Board, either as a candidate for issuance of a Diploma, or upon issuance of a Diploma, as the holder of same. I agree to be bound by the Code of Ethics of the American Psychological Association or the Canadian Psychological Association as applicable. I agree to disqualification from examination, or issuance of a Diploma, or forfeiture of any Diploma issued to me in the event that the Board finds me in violation of its rules and regulations. I recognize that the Board may decide that I am not qualified, and I agree to abide by its decision.

I hereby authorize the American Board of Professional Psychology, Inc., to make inquiries as it deems appropriate in connection with this application for a Diploma, with any of the individuals, state licensing boards, agencies, organizations, or other such reference sources as may develop in the course of the Board's investigation of my qualifications to be certified as a specialist. I agree and invite anyone so contacted by the Board to answer and respond freely, frankly, and without fear of claim of damage by me, and to report to the Board any knowledge which may seem relevant to the inquiry of the Board.

I certify that all the statements made herein are true and accurate to the best of my knowledge and belief. I have enclosed the non-refundable application fee.

If granted the Diploma, I agree that ABPP is an active credential that requires annual renewal and associated attestation and fee and to pay all required annual fees assessed by the American Board of Professional Psychology, Inc.

Signature of Applicant

Date

Enclose Application Fee of \$125

Are you currently Board Certified by ABPP? ___Yes (Application fee is waived) ___No

NOTE: An additional fee (\$250) is payable for the Practice Sample Review, and a fee of (\$450) is payable for the Oral Examination. A statement of present fees is sent with the application form. The Board reserves the right to change its schedule of fees at any time during the course of candidacy. **FEES ARE NOT REFUNDABLE.**

Please return application with all requested materials to:

**American Board of Professional Psychology
600 Market Street, Suite 300
Chapel Hill, NC 27516
Phone: 919-537-8031**

AMERICAN BOARD OF COGNITIVE AND BEHAVIORAL PSYCHOLOGY
PRACTICE SAMPLE REVIEW FORM

1. Candidate's Name _____

2. Mailing Address: _____

3. Phone Number: _____

4. Email address: _____

5. Written Documents/Practice Sample:

- Three (3) copies of an updated CV.
- Three (3) copies of a written case conceptualization including relevant history and assessment WITH ALL IDENTIFYING INFORMATION APPROPRIATELY DISGUISED. The candidate is to include a sample copy of a consent form that the client/patient signed (the Board does not and should not receive the signed consent that would have identifying information about the client/patient).
- Three (3) copies of a DVD/CD of one session in high quality sound.
- Three (3) copies of the Professional Statement.

6. Mail this form and above materials to: Jennifer Sayrs, PhD. , ABPP
Evidence Based Treatment Center of Seattle
2133 Third Ave, Ste 205
Seattle, WA 98121
jsayrs@ebtseattle.com Fax: 206-675-8590

7. When you receive notice of your approved candidacy from the ABPP Central Office, please send the completed Practice Sample Registration form (found on the ABPP website) along with the \$250.00 registration fee to:

American Board of Professional Psychology
600 Market Street, Suite 300
Chapel Hill, NC 27516
919.537.8031

AMERICAN BOARD OF COGNITIVE AND BEHAVIORAL PSYCHOLOGY

SENIOR OPTION: PRACTICE SAMPLE REVIEW FORM

1. Candidate's Name _____

2. Mailing Address: _____

3. Phone Number: _____

4. Email address: _____

5. Written Documents/Practice Sample:

- Three (3) copies of an updated CV.
- Three (3) copies of the Professional Statement.
- Three (3) copies of one or more of the following:
 - Publications (articles or books) or professional presentations that have been influential in cognitive and behavioral psychology and demonstrate the candidate's knowledge and expertise.
 - Description of a clinical research project that has been influential in cognitive and behavioral psychology along with a statement regarding how it has been influential.
 - Description of teaching/training activities that have been influential in cognitive and behavioral psychology along with a statement regarding how it has been influential.

6. Mail this form and above materials to: Jennifer Sayrs, PhD. , ABPP
Evidence Based Treatment Center of Seattle
2133 Third Ave, Ste 205
Seattle, WA 98121
jsayrs@ebtseattle.com Fax: 206-675-8590

7. When you receive notice of your approved Candidacy from the ABPP Central Office, please send them the completed Practice Sample Registration form (found on the ABPP website) along with the \$250.00 registration fee to:

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