



## CANDIDATE INFORMATION BULLETIN

**Commonwealth of Pennsylvania Psychology Law (PPLE) Exam**

The Pennsylvania State board of Psychology has engaged Professional Credential Services (PCS), for scheduling, examination development, administration and score reporting. Please read the following information carefully before completing the application form.

All correspondence and questions related to examination eligibility and the license application should be directed to:

**State Board of Psychology**  
**PO Box 2649**  
**Harrisburg, PA 17105-2649**  
**Or**  
**2601 North 3<sup>rd</sup> Street**  
**Harrisburg, PA 17110**

Phone: 717.783.7155

Fax: 717.787.7769

Website: [www.dos.state.pa.us](http://www.dos.state.pa.us)

All correspondence and questions related to examination scheduling forms, test development, administration, scoring and reporting should be directed to:

**Professional Credential Services**  
**PA Psychology Coordinator**  
**PO Box 198689**  
**Nashville, TN 37219-8689**

Phone: 877.887.9727

Fax: 615.846.0153

Email: [papsycord@pcshq.com](mailto:papsycord@pcshq.com)

Website: [www.pcshq.com](http://www.pcshq.com)

Professional Credential Services staff is available Monday through Friday 8 am – 4:30 pm Central Standard Time.

**FILING APPLICATIONS****Board Documentation****First-Time Candidates:**

Must submit the Board application, "Application for License to Practice Psychology", supporting documentation and \$105.00 application Board fee to the Pennsylvania State Board of Psychology.

Please refer to the instructions regarding the qualification documentation on the "Application Checklist".

For information regarding qualifications for taking the licensing examination, please refer to *The Pennsylvania Code, Title 49,*

*Chapter 41, Section 41.31 and the State Board of Psychology, Act 52 of 1986, Section 6.*

**Re-Examinee Candidates:**

The board will mail Reexamination Eligibility and Rescheduling Information and a Re-Application for License to Practice Psychology to all unsuccessful candidates.

**PCS Documentation**

The board will notify PCS once you are approved to test. PCS will mail a scheduling form to all approved candidates.

A completed scheduling form and examination fee must be mailed to PCS.

**The name on your scheduling form must be an exact duplicate of the name on your photo and signature identification. If the information is not an exact duplicate, you may encounter a problem when you appear at the test site.**

**SPECIAL ACCOMMODATIONS**

In accordance with the provisions of the Americans with Disabilities Act, examination administration modifications are available for candidates who qualify. Such candidates must obtain an official form from PCS on which to request special modifications. The completed form must be returned to PCS with all required documentation 60 days prior to the month in which you wish to schedule to examination.

The Special Accommodations Form can be found on the PCS website.

## BOARD APPLICATION FEES

### First-Time Candidates:

Must submit a one-time \$105.00 Application Board Fee to accompany their completed Board application

### Re-Examinee Candidates:

Must submit \$20.00 for the second exam and \$90.00 for the third and subsequent exams to accompany the supporting documentation.

Fees should be made payable to the "Commonwealth of Pennsylvania". A processing fee of \$20.00 will be charged for any check or money order returned unpaid by your bank, regardless of the reason for non-payment.

All board fees are non-refundable.

## PCS EXAMINATION FEES

The examination fee for the Psychology Law Examination (PPL) is \$170.00 for both first time candidates and re-examinations. The fee should be made payable to the PCS/PPL. The fee must be in the form of a certified check or U.S. money order. **The candidate's Social Security Number must be posted on the certified check or money order.** The scheduling form will also include information on the utilization of a credit card, if you prefer this option. **You must test within 90 days of issuance of your Authorization Letter. Failure to test within the 90-day window will result in the forfeiture of your examination fees. You must call PCS to submit the examination fee to re-instate your test eligibility status.**

## EXAMINATION DEADLINE DATES, SCHEDULE AND SITES

### **Deadline Dates**

#### First-Time Candidates:

With computer-based testing, there is no deadline date as the Board will process your documentation and notify PCS once you have been approved to test. PCS will then mail you a scheduling form.

#### Re-Examinee Candidates:

The Board must receive your documentation at least 30 days prior to the month in which you wish to test. Once approved PCS will be notified. PCS will then mail you a scheduling form.

#### First-Time and Re-Examinee Candidates:

Once PCS receives your scheduling form, it will be processed within two weeks. Your eligibility file will be forwarded to PSI, the computer-based test platform and you will receive and Authorization Letter with instructions on how to schedule your test administration.

### **Schedule**

PPL will be offered on a daily basis on a computer based testing platform utilizing the PSI test locations.

Your Authorization Letter will provide you with information on how to contact PSI to schedule your examination.

PSI is also the computer-based testing platform for other National and State certification and licensure programs. Thus you should permit sufficient time between the time you call to schedule your examination and the time you wish to sit for your examination. This is due to the fact that a "seat" may not be readily available at the time you wish to test if there is not sufficient lead-time in placing your scheduling call.

### **Site Locations**

You may access site information by visiting [www.psiexams.com](http://www.psiexams.com). Click on "Locate a Test Center." Testing will be available at site locations listed within and outside Pennsylvania. You may download site directions and site hours from this website.

### **Site Environmental Distractions**

Although every attempt is made to provide a quiet and comfortable test environment, noise and room temperatures may be an unforeseen distraction. It is suggested that if you are sensitive to noise or temperature variations, you may want to bring earplugs and types of dress that can help you adapt to a cooler or warmer climate in the examination room. PSI will work with the test site staff to anticipate potential problems.

## AUTHORIZATION LETTER

Candidates must allow two weeks for processing of their information. You will receive and Authorization to Test Letter outlining the steps to be taken to schedule your examination with PSI. If the Authorization Letter has not been received after the two-week submission period, please contact PCS.

## ADMISSION REQUIREMENTS

1. You must present your Authorization Letter and one form of identification with a photograph and your signature (i.e. drivers license, school or work identification card, or passport) in order to be admitted to the examination room. The name submitted on your scheduling form must be an exact duplication of the name on your identification.
2. The identification must be current, clearly recognizable or you will not be admitted to test. If your photo does not have a signature, you must bring a second form of signature identification. If you do not have proper identification, you will not be admitted to test.
3. It is your responsibility to be at the examination center on time. Candidates will not be permitted into the examination room after your scheduled testing time. It is strongly suggested that you visit the site before the day of the exam so you are familiar with the route and the needed time.

## COMPUTER TESTING

The PPLE will be in multiple-choice format. A Site Administrator will be available to assist you to become familiar with the testing process prior to your actual testing time.

If you experience difficulties with your computer, please notify the Site Administrator.

## SECURITY GUIDELINES

The Commonwealth of Pennsylvania copyrights all test questions. Copying, reproducing or taking any action to reveal the contents of an examination in whole or in part is unlawful.

Any irregularity such as an act of impersonation, creating a disturbance, giving or receiving unauthorized information or aid to other candidates, attempting to remove test information by any means, possession of unauthorized notes or equipment may be sufficient cause for you to leave the examination room. All such irregularities will generate a report to the Board and PCS. No visitors, guests or children are permitted in the examination room.

No food, beverages, notebooks, magazines, reference materials, backpacks, briefcases, hats, caps or electric devices such as cameras, walkmans, radios, tape players, portable fax machines, cellular telephones, calculator watches, reproduction equipment, beepers or pagers are permitted in the examination room. If any of the aforementioned items are found on a candidate, the Site Administrator will collect it until the end of the examination and provide a written report of the incident to the Board and PCS.

No smoking or the use of tobacco is permitted in the examination room.

## NAME OR ADDRESS CHANGE

Any name or address change must be reported in writing to the Pennsylvania State Board and PCS. Be sure to include your name, as it appears on your application, Social Security number, and signature along with the information to be changed. For a name change, you must submit a photocopy of a legal document verifying the change (i.e. marriage certificate, divorce decree or legal document indication a name change). Notify PCS no later than 5 days after your test date to prevent any delay in the score reporting process.

## RESCHEDULE, REFUND and EMERGENCY POLICY

### Reschedule Policy

Candidates who wish to reschedule an examination MUST notify PSI at least three working days prior to the scheduled test date. If you scheduled your test date

within this three day window, you will not have the opportunity to reschedule.

You will forfeit all examination fees if you do not appear for your scheduled examination or are not admitted due to lack or proper photo/signature identification.

### Refund Policy

Candidates who wish to cancel from the examination process and receive a partial refund must notify PCS prior to scheduling an examination test date. A written request must be received within 30 days of the submission of your scheduling form to PCS. A \$65.00 PCS processing fee will apply to all candidates. All refunds will be issued 30 days after receipt of the request.

Refunds are not granted to candidates who scheduled an examination and then wished to withdraw from the examination process, who failed to test within the 90 day window, who failed to reschedule their examination within the appropriate timeframe or who failed to appear or were not admitted for testing.

### Emergency Policy

In the event of inclement weather or similar emergency, you should contact PSI to ascertain the status of the test site. If PSI must cancel or delay an examination, you will be notified and rescheduled at no additional cost. However, given the difficulties in canceling a test center, this decision is rarely made. If the test center is open and you choose not appear for testing, your examination fee will be forfeited.

## EXAMINATION CONTENT

PPLE contains 30 multiple-choice, four-choice test questions. In addition to these 30 questions, there may be pre-test questions. Pre-test questions are randomly placed within a test form to gain additional statistical information and are not computed in your score results.

There is no penalty for guessing so it is to your advantage to answer every test question.

PPLE is a closed book examination. You will have one hour of testing time.

## REFERENCES

The PPLE is based on the following reference material:

*State board of Psychology, Act 52 of 1986*

*Pennsylvania Code, Title 49. Professional & Vocational Standards. Department of State. Chapter 41. State Board of Psychology*

You may obtain these study materials from the State Board web site or by contacting the State Board.

## **EXAMINATION RESULTS**

Candidates must achieve a scaled score of 75 to pass the examination. Scaling the score permits the different forms of an examination to be reported on a common, consistent scale and is not necessarily equivalent to the scores based on a percentage.

Score results will be transmitted from PSI to PCS on a weekly basis. Results will be mailed approximately 2-3 weeks after the examination. **No** results will be given over the phone. Please do not call the PA Board, PSI, or PCS for test results.

If you did not pass the examination, please contact the PA Board in order to become eligible to test again. You have to be approved by the PA Board to retest before submitting another scheduling form and payment.

Duplicate results are available to candidates after seven days of the release date. Duplicate result requests must be made in writing to PCS. Duplicate results are sent to the address on file free of charge until 30 days after the release date. Candidates making requests after that date or to a new address will be charged \$25.00 for each duplicate result request.

## **CANDIDATE APPEAL PROCESS**

Please contact PCS in writing if you wish to make a comment concerning the test administration process or on a particular test question. You should provide your name, address, social security number and the test date with your particular comment. Your letter will be researched and acted upon accordingly.