

For more information, visit our website at: <http://dhhs.ne.gov/Licensure/Pages/Psychology.aspx>

To qualify for a 30-day practice, you must hold a doctoral degree in psychology from an institution of higher education and be licensed as a psychologist under the laws of another state or jurisdiction. You cannot provide more than a total of 30 days of professional services as a psychologist in Nebraska during the 12-month period following approval to practice in Nebraska.

Checklist of Required Documents: You must submit:

1. **US Citizenship/Lawful Presence** (must also be at least 19 years old):

U.S. Citizens, a PHOTOCOPY of one of the following:

- Birth Certificate (Hospital issued keepsake birth certificates cannot be accepted).
- U.S. Passport (unexpired or expired).
- Certificate of Naturalization.
- Other documents that show U.S. Citizenship.

A Driver's License is NOT acceptable.

NOT a U.S. Citizen, a PHOTOCOPY of one of the following:

- Green Card, otherwise known as a Permanent Resident Card (Form I-551), both front and back of the card;
- Form I-94 (Arrival-Departure Record) **AND** an unexpired foreign passport with a valid unexpired US visa; or
- Employment Authorization Card **AND**
 - An approved deferred action status (DACA);
 - A pending application for asylum in the United States;
 - A pending or approved application for temporary protected status in the United States; or
 - A pending application for adjustment of status to that of an alien lawfully admitted for permanent Residence in the United States or conditional permanent resident status in the United States.

NOTE: Documents (other than those for U.S. Citizenship) are verified by our office through the Department of Homeland Security. This process may take up to 30 days.

2. **Conviction Information:** If you have **EVER** had a misdemeanor or felony conviction, you are required to list ALL convictions (regardless of when they occurred) on the application; you are NOT required to list infractions, diversions or dismissals. Misdemeanor and felony convictions can either be processed through traffic or criminal court, so when you check with the county court/district court, you should ask for both traffic and criminal court misdemeanor/felony convictions.

If you have convictions, you must submit:

- (a) A copy of the court record for each conviction;
- (b) Your explanation of the events leading to each of the convictions (what, when, where, why) and a summary of actions you have taken to address the behaviors/actions related to the convictions;
- (c) If currently on probation, a letter from your probation officer addressing the terms and current status of your probation.

NOTE:

To assist the Board and Department in review of any drug and/or alcohol conviction(s), if you had an alcohol and drug evaluation and/or completed treatment, the treatment provider must submit all evaluations/discharge summaries directly to the Department.

The following provides **SOME** examples of convictions; this is **NOT** a complete list:

<ul style="list-style-type: none"> • MIP • DUI / DWI • Controlled Substance • Open Container • Tobacco Use by Minor • Shoplifting / Theft / Burglary • Unauthorized use of a Financial Transaction • Disturbing the Peace • Assault • Disorderly Conduct / Disorderly House • Reckless Driving 	<ul style="list-style-type: none"> • Driving under Suspension / Revocation • License Vehicle without Liability Insurance • Fail to Appear in Court • False Information or Reporting • Leave the Scene of an Accident • Operator not Carrying License • Unlawful Display of Plates/Renewal tabs • Park Rule Violation / Curfew Violation • Dog at Large / Fail to Vaccinate Animal • Littering / Fireworks • Bad Check
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3. **Other Licensing Information:** You must submit verification of your current Psychology license (either by the State Licensing Board or an on-line license look-up) **and** a copy of the application requirements for that were in effect at the time your license was issued.
- Disciplinary Action:** If you have had any disciplinary action(s) taken against your licenses, you must submit a copy of the disciplinary action(s), including charges and findings.
4. **Fee:** \$50
Pay by check/money order (your cancelled check is your proof of receipt); debit or credit card is not accepted.

Any documents written in a language other than English must be accompanied by a complete translation into the English language. The translation must be an original document and contain the notarized signature of the translator. An individual may not translate his/her own documents.

Application Processing: You can check our website at <https://www.nebraska.gov/LISSearch/search.cgi> to verify receipt of your application. If your record shows 'status pending' your application has been received by the Department but has not been approved.

All applications will be reviewed in date order received; you will receive an e-mail confirmation within approximately 10 days advising you that your license has been issued or that your application is incomplete. If incomplete, you will be informed of how to correct your application.

Records Retention Schedule: When your license is issued, your application and documents will be kept by the Department for 5 years; then all documents are destroyed. We suggest you to keep a copy of your application for your records.

DO NOT USE WHITE OUT ON YOUR APPLICATION. If you do, it will be returned to you.

PSYCHOLOGY
Application to Practice for
30-Days within a 12-Month Period

Fee: \$50.00

SECTION A: PERSONAL INFORMATION			
1	You must print your Legal Name below		
	First:	Middle:	Last Name:
	List any other names, including maiden and your last name on your birth certificate, you are or have been known as (AKA).		
2	Address: (where we can send license information)	Street/PO/Route:	
	City:	State or Country:	Zip:
3	Date of Birth (Month/Day/Year):	Place of Birth (City/State or COUNTRY):	
4	Phone #: (optional)*	E-Mail Address: (optional)*	
* phone number and e-mail is optional, but providing this information will speed up communication with you			
5	Social Security Number:		
	If you have an A# or I-94# check the correct box(s) and provide your number	<input type="checkbox"/> Alien Registration Number ("A#"):	
		<input type="checkbox"/> I-94#:	
<u>Neb. Rev. Stat.</u> §§38-123 and 38-130 requires you to provide your social security number to DHHS. Although your number is not public information, DHHS may share your social security number for child support enforcement or other administrative purposes and provide it to the Department of Revenue or the Department of Labor.			
6	What is nature and location of your practice in Nebraska?		
	Nature:		
	Location of Practice:		

SECTION B: LICENSE AND CONVICTION INFORMATION

Failure to list any conviction(s) or disciplinary action(s), regardless of when the action occurred, could result in disciplinary action.

LICENSE INFORMATION: You must submit verification of your current Psychology license (either by the State Licensing Board or an on-line license look-up) **and** a copy of the application requirements for that were in effect at the time your license was issued.

1	Have you ever been denied the right to take a license examination in any State?	If yes, please explain below.		
2	What state(s) do you hold or have you held a psychology license?			
	State your Currently Hold a License:			
	Other States:			
	Has your license ever been denied, refused renewal, limited, suspended, revoked or had other disciplinary measures taken against it?	Type of Licensure Action	Date of Action	Name of State Taking Action
	Yes <input type="checkbox"/> No <input type="checkbox"/>			

NOTE: If you have disciplinary charges pending on your license in another state or if your license has been revoked, suspended, limited, is on probation or disciplined in any way, please contact the state(s) taking the action and request a copy of the disciplinary action be sent to the Nebraska Licensure Unit.

CONVICTION INFORMATION: You must list **ALL** misdemeanor or felony convictions (regardless of when they occurred); you are NOT required to list infractions, diversions or dismissals. Misdemeanor and felony convictions can either be processed through traffic or criminal court, so when you check with the county court/district court, you should ask for both traffic and criminal court misdemeanor and felony convictions.

1	Have you EVER been convicted of a misdemeanor or felony?	Name of Conviction	Date of Action	Name of Court Taking Action
	Yes <input type="checkbox"/> No <input type="checkbox"/>			

The following provides **SOME** examples of convictions; this is **NOT** a complete list:

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|---|--|
| <ul style="list-style-type: none"> • MIP • DUI / DWI • Controlled Substance • Open Container • Tobacco Use by Minor • Shoplifting / Theft / Burglary • Unauthorized use of a Financial Transaction • Disturbing the Peace • Assault / Disorderly Conduct • Disorderly House • Reckless Driving | <ul style="list-style-type: none"> • Driving under Suspension / Revocation • License Vehicle without Liability Insurance • Fail to Appear in Court • False Information or Reporting • Leave the Scene of an Accident • Operator not Carrying License • Unlawful Display of Plates/Renewal tabs • Park Rule Violation / Curfew Violation • Dog at Large / Fail to Vaccinate Animal • Littering / Fireworks • Bad Check |
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NOTE: If you have any criminal charges or license disciplinary actions pending that result in a conviction or license discipline, you are required to report such action to the Investigative Unit **within 30 days of the conviction or disciplinary action. Reporting forms can be obtained at the following website:** <http://dhhs.ne.gov/Pages/Investigations.aspx> or by phone **402-471-0175.**

SECTION C: PRACTICE PRIOR TO LICENSE

If you practice in Nebraska without a Nebraska license or authorization to do so, you are subject to assessment of an Administrative Penalty of \$10 per day up to \$1,000, or other action as provided in the statutes and regulations.

No.

I **have NOT** practiced psychology in Nebraska without out authorization or a license before submitting this application?

Yes.

I **have** practiced psychology in Nebraska without authorization or a license before submitting this application?

If yes, what are the actual number of days you practiced in Nebraska without a license and what is the business name, location and telephone number of the practice:

Number of days:
Name of Business:
City:
Telephone #:

SECTION D: ATTESTATION

For the purpose of meeting Neb. Rev. Stat. §4-108 through §4-114 and §38-129, I **attest that:**
(check only **ONE** of the boxes below)

I am a citizen of the United States.

OR

I am a qualified alien under the Federal Immigration and Nationality Act.

I am a nonimmigrant lawfully present in the United States.

I am **NOT** a citizen of the United States, a nonimmigrant, nor a qualified alien under the Federal Immigration and Nationality Act.

I further attest that:

1. I have read the application or have had the application read to me; and
2. All statements on this application are true and complete.

Print Name: _____

Signature: _____

Date: _____

You may verify authorization to practice on the INTERNET <https://www.nebraska.gov/LISSearch/search.cgi>