EPPP EXAM REQUEST FORM INSTRUCTIONS
PLEASE READ THESE INSTRUCTIONS CAREFULLY BEFORE COMPLETING THIS DOCUMENT.

The Examination for Professional Practice in Psychology (EPPP) is a standardized knowledge-based examination used to assess a candidate's basic knowledge of psychology. This examination is administered in a computerized format.

How to Apply
Approved applicants may apply for the EPPP by submitting a completed *Exam Request Form*. Upon receipt of an *Exam Request Form*, an account will be setup with the exam vendor, and an email will be sent to you inviting you to login and activate your account. The email will contain a link and authorization code that will allow you to access your account, along with instructions on how to complete the activation of your account. You must activate your account within 90 days of receiving the initial email from the exam vendor. Failure to do so will require you to contact the Council, and request that an account recovery email be sent. Once you have activated your account, you will receive additional instructions on how to complete the examination application process and submit the $600 examination fee to the exam vendor.

How to Request a Re-take
You will be provided with informal notification of your exam results by the exam vendor upon completion of the examination. If you are not successful in passing the EPPP, you may request to re-take the examination by clicking here and re-registering for the examination. The Council cannot authorize you to sit for another examination until you have re-registered with ASPPB. Your username and password will be the same as when you initially registered for the examination. Once logged in, you will need to complete the *Re-Authorization Form*.

However, before registering to re-take the examination, you must wait until you receive your official exam results from the Council. Failure to do so will result in your request for a retake being delayed. When registering to re-take the examination you do not need to submit another *Exam Request Form*.

Minimum Cutoff Score
The cutoff scores (i.e. passing scores) for the EPPP can be found in 22 TAC 463.31

Exam Results
Applicants will be provided with informal notification of their exam results by email, but official notification will occur by letter.

The Council's goal is to process the exam results on a weekly basis, however, employee absence or other agency priorities may lengthen the processing time. Upon completion of an exam, please allow 6 weeks to lapse before contacting the Council regarding the status of your results or licensure status.

Deadline to Complete All Written Exams
Applicants must successfully pass the EPPP within two years of the date they are approved to sit for the exam. Failure to do so will result in your application going void.

Helpful Resources & Information
The EPPP Candidate Handbook is available for download from the ASPPB's website.

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TEXAS BEHAVIORAL HEALTH EXECUTIVE COUNCIL
333 Guadalupe St., Ste. 3-900
Austin, Texas 78701
Tel.: (512) 305-7700
www.bhec.texas.gov

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EPPP EXAM REQUEST FORM

APPLYING FOR: ☐ Licensed Psychological Associate   ☐ Licensed Psychologist

☐ Reinstatement/Reactivation of a License

Only applicants who have been approved to sit for the EPPP and received a *Letter of Approval to Sit for Board Exams* may submit this form. Individuals who have not received a *Letter of Approval to Sit for Board Exams* should not submit this form or examination fees to the Board.

APPLICANT INFORMATION	
Name (Last, First, Middle)**:**	
Mailing Address: ☐ **Check this box if you wish to change your address of record to the address listed on this form.**	
D.O.B.:	**Phone No.:**
Email Address:	
Are you requesting a retake? ☐Yes ☐No	**Candidate File ID No.*:**

*The Candidate File ID No. may be found on a candidate's <u>Letter of Approval to Sit for Board Exams</u>.

FOR AGENCY USE ONLY	
ASPPB ID:	
Date Candidate Info. Entered:	
2 Year Expiration Date for Application:	

IMPORTANT INFORMATION FOR APPLICANTS

Be sure that your address is current. Correspondence from the Board will not be forwarded.

EPPP Examination:
You must enter an email address on this form so that a testing account can be setup with the exam vendor. Failure to provide an email will delay your ability to sit for the exam.

Following submission of this form, please allow 10 business days for processing before contacting agency staff regarding authorization-to-test for the EPPP exam.

Please do not contact the Board inquiring about authorization to take an exam during these time periods.

Signature:	**Date:**

Return this completed form and the examination fee to the address listed above.