

# PSYCHOLOGY INTERJURISDICTIONAL COMPACT (PSYPACT)

## PSYPACT Policies and Procedures

UPDATED

November 18, 2022





---

## Reducing Regulatory Barriers. Increasing Access to Mental Health Care

---

Policy Number: 1.1  
Area: Administration  
Authority: Compact - Article X C  
Purpose: To establish the period of time records will be retained and subsequently destroyed by the PSYPACT Commission.  
Date Approved: November 19, 2020

Amendment History (List when amended and cite section number):

- None

Policy:

1. Records are retained at least seven (7) years or as long as is required by law and scanned and stored when appropriate. This must be followed and can only be changed with the approval of the PSYPACT Executive Board.
2. When records are stored at an offsite location, they are to be placed in a file storage box with the contents and date of destruction clearly noted on the outside of the box.
3. The destruction or deletion of records must be approved by the PSYPACT Executive Board.
4. All records will be maintained in a secure format.
5. Record destruction or deletion, including email, is prohibited if there is any pending or continuing litigation.



---

## Reducing Regulatory Barriers. Increasing Access to Mental Health Care

---

Policy Number: 1.2  
Area: Administration  
Authority: Compact - Article X Section C  
Bylaws - Article VI

Purpose: The purpose of the conflict of interest policy is to foster public confidence and trust in the PSYPACT Commission and to protect the interests of the PSYPACT Commission as it conducts its business. This policy is intended to prevent actual conflicts from influencing PSYPACT Commissioners or PSYPACT Staff in the performance of their duties.

Date Approved: November 19, 2020

Amendment History (List when amended and cite section number):

- None

Policy:

PSYPACT Commissioners and PSYPACT Staff occupy positions of trust and good faith and are obligated to act in the best interest of PSYPACT, and its Compact states, without regard to their personal benefit or the interests of other organizations with which they are associated. PSYPACT Commissioners and PSYPACT Staff shall disclose all actual conflicts of interest and shall recuse themselves from all discussions and decisions when a conflict of interest has been disclosed or identified, unless a majority of the quorum of the PSYPACT Commission determines otherwise.

Definitions:

- A. "Conflict of Interest" means: An actual conflict of interest exists when a financial or other relationship might directly or indirectly benefit the private or personal interests of a PSYPACT Commissioner or PSYPACT Staff or prejudice a PSYPACT Commissioner or PSYPACT Staff in business before the PSYPACT Commission. A majority of the quorum of the PSYPACT Commission may determine if an actual conflict of interest exists for a PSYPACT Commissioner or PSYPACT Staff.
- B. "Financial Interest" means: an interest, whether through commitment, investment, relationship, obligation, involvement, loan, donation, exchange transaction, or otherwise, direct or indirect, that may influence a Commissioner's and/or staff's judgement.



---

## Reducing Regulatory Barriers. Increasing Access to Mental Health Care

---

C. “Gift” means: any item or service with monetary value in excess of \$25.00 offered to the PSYPACT Commission, a PSYPACT Commissioner or PSYPACT Staff without the expectation of compensation to the contributor. The gift might be tangible or intangible.

### Requirements:

A. Duty to Disclose. PSYPACT Commissioners and PSYPACT Staff have a duty to disclose all actual conflicts of interest for themselves or other PSYPACT Commissioners or PSYPACT Staff.

B. Personal recusal. PSYPACT Commissioners and PSYPACT Staff who disclose a personal conflict of interest shall recuse themselves from all discussions and decisions, on the matter, unless otherwise determined by a majority of the quorum of the PSYPACT Commission, or by a majority of a committee designated by the PSYPACT Commission. The recusal shall be recorded in the PSYPACT Commission minutes or in a disclosure form provided by the PSYPACT Commission at the initiation of a meeting.

C. Commission-directed recusal. If a PSYPACT Commissioner or PSYPACT Staff becomes aware of the existence of an actual conflict of interest, the PSYPACT Commissioner or PSYPACT Staff shall provide this information to the PSYPACT Commission or a committee designated by the PSYPACT Commission. Upon the Commissioner's own motion, or motion of a party, a majority of the quorum of the PSYPACT Commission may recuse a PSYPACT Commissioner upon a determination that the actual conflict of interest raises an unacceptable risk of bias or prejudice in matters before the PSYPACT Commission. The recusal shall be recorded in the PSYPACT Commission minutes or in a disclosure form provided by the PSYPACT Commission at the initiation of a meeting.

D. Gifts. The PSYPACT Commission shall maintain a public listing of all gifts.

E. Annual review of this policy. Each PSYPACT Commissioner and PSYPACT Staff shall annually sign a statement which affirms such person:

1. Has received a copy of the conflict of interest policy,
2. Has read and understands the policy, and
3. Has agreed to comply with the policy.

F. Administration of this policy. The PSYPACT Commission Executive Board shall be responsible for administering this policy and ensuring that this policy is current, compliant with all statutory requirements and case law, and consistent with other applicable standards. The Executive Board may delegate administration and maintenance of this policy to the PSYPACT Executive Director.



---

## Reducing Regulatory Barriers. Increasing Access to Mental Health Care

---

Policy Number: 1.3

Area: Administration

Authority: Compact - Article X C

Purpose: To facilitate an effective and efficient system for communications within the Compact, to state psychology licensing boards, and to other groups.

Date Approved: November 19, 2020

Amendment History (List when amended and cite section number):

- None

Policy:

The PSYPACT Commission shall maintain open communication with psychology licensing boards and other interested parties. The PSYPACT Commission is subject only to the language of the Compact and its own rules and policies.

Procedure:

1. All requests for PSYPACT Commission information shall be submitted in writing to the PSYPACT Executive Director. The written request, which also includes via email, shall include the name, address, and other contact information of the requestor along with a detailed description of the information being sought.
2. When a PSYPACT Commissioner receives a request, the PSYPACT Commissioner should forward the request to the PSYPACT Executive Director.
3. The PSYPACT Executive Director will make a record of each request as it is received and notify the requestor that the request has been received.
4. All requests for information regarding the PSYPACT Commission from the public, an agency, an organization, governmental entity, or other body will be evaluated based on their merit, rules and laws governing the PSYPACT Commission.
5. When applicable, the PSYPACT Executive Director will notify the board administrator of the psychology licensing board in the state where the request originated.
6. The PSYPACT Executive Director will maintain a repository of information on behalf of the PSYPACT Commission.
7. The PSYPACT Executive Director shall fulfill the request for PSYPACT Commission information as reasonably possible after sending the notification of receipt.
8. For any request that the PSYPACT Executive Director determines will require extensive time, money, or other resources to fulfill, the PSYPACT Executive Director may bring the request to the



---

## Reducing Regulatory Barriers. Increasing Access to Mental Health Care

---

PSYPACT Executive Board for consultation.

9. Any PSYPACT Commissioner who agrees to speak about PSYPACT to an entity shall notify the PSYPACT Executive Director. The PSYPACT Executive Director shall send a courtesy email to the Chair and Board Administrator of the psychology licensing board of the state in which the speech will be given prior to the speech.
10. The PSYPACT Executive Director may speak on behalf of and represent the PSYPACT Commission including, but not limited to, testifying on behalf of PSYPACT in support of introduced PSYPACT legislation.



---

## Reducing Regulatory Barriers. Increasing Access to Mental Health Care

---

POLICY NUMBER: 1.4

Area: Administrative

Authority: Compact - Article XIII C

Purpose: To describe the process for a Compact state to withdraw from the Compact.

Date Approved: November 19, 2020

Amendment History (List when amended and cite section number):

- None

Policy:

Any Compact state may withdraw from PSYPACT by enacting legislation repealing the Compact Statute. As provided in the Compact language, the withdrawal will not take effect until six (6) months after the enactment of the legislation repealing the Compact Statute. As stated in the Compact – Article XIII C:

Any Compact State may withdraw from this Compact by enacting a statute repealing the same.

1. A Compact State's withdrawal shall not take effect until six (6) months after enactment of the repealing statute.
2. Withdrawal shall not affect the continuing requirement of the withdrawing State's Psychology Regulatory Authority to comply with the investigative and adverse action reporting requirements of this act prior to the effective date of withdrawal.

Procedure:

1. Action by the Compact state wishing to withdraw from PSYPACT:
  - a. The Compact state shall send email or written notification to the PSYPACT Commission Chair and PSYPACT Executive Director of the intent to withdraw prior to initiating the formal process as described in the Compact state's Compact Statute.
  - b. The Compact state shall develop a timetable for the withdrawal process and communicate the timetable to all interested parties consistent with the Compact Statute.
  - c. The timetable shall provide reasonable time for notification of psychologists holding active Compact authorizations or obtaining new Compact authorizations in the withdrawing Compact state and time for those psychologists to obtain a license in the withdrawing Compact state.



---

## Reducing Regulatory Barriers. Increasing Access to Mental Health Care

---

- d. The withdrawing Compact state shall forward a copy of the repealing Compact Statute to the PSYPACT Executive Director.
2. Responsibilities of the PSYPACT Commission:

The PSYPACT Commission shall notify all states, Compact and non- Compact, and all Compact authorization holders, and those Compact authorization holders who designated the withdrawing Compact state as their home state, of the Compact state's effective date of withdrawal from PSYPACT.





---

## Reducing Regulatory Barriers. Increasing Access to Mental Health Care

---

Policy Number: 1.5

Area: Administration

Authority: Compact - Article X C 4  
Bylaws – Article VI Section 3

Purpose: To establish PSYPACT Commission procedures for elections to the PSYPACT Executive Board.

Date Approved: November 19, 2020

Amendment History (List when amended and cite section number):

- None

Procedure:

1. An Elections Committee, made up of at least three (3) PSYPACT Commissioners not on the PSYPACT Executive Board, will solicit nominations at least two (2) months prior to the PSYPACT Commission Annual Meeting. Nominations for the PSYPACT Executive Board may be made up until one (1) month prior to the PSYPACT Commission Annual Meeting or from the floor during the PSYPACT Commission Annual Meeting.
2. The Elections Committee will establish the slate of candidates based on the received nominations.
3. A candidate will only be slated for one position. If not elected to that slated position, the candidate can then be nominated from the floor to run for another vacant position.
4. The Elections Committee will tally and verify the election and report the results to the PSYPACT Commission during the PSYPACT Commission Annual Meeting. Members of the PSYPACT Executive Board shall be elected by majority vote. Any election resulting in a tie will be decided by lot.



---

## Reducing Regulatory Barriers. Increasing Access to Mental Health Care

---

Policy Number: 1.6  
Area: Administration  
Authority: Compact - Article X D  
Purpose: To establish how and when Compact authorization holders will be notified when a Compact state is suspended or terminated.  
Date Approved: November 19, 2020

Amendment History (List when amended and cite section number):

- None

Policy:

Upon a Compact state's suspension or termination, all psychologists holding active Compact authorizations in that Compact state shall be notified by the PSYPACT Commission.

Procedure:

Suspension of a PSYPACT Compact State:

1. 30 days prior to a meeting of the PSYPACT Commission to discuss the potential suspension of a Compact state, the PSYPACT Executive Director shall send notification of the potential of suspension to all psychologists holding active Compact authorizations.
2. Within 24 hours of the official vote to suspend by the PSYPACT Commission, the PSYPACT Executive Director shall send notification to all individuals holding active compact authorizations with the suspended state designated as their home state that that compact authorizations will be deactivated until further notice and thus are no longer valid in the suspended state.
3. Within 24 hours of the official vote to lift a suspension by the PSYPACT Commission, the PSYPACT Executive Director shall send notification to all individuals with deactivated Compact authorizations associated with said Compact state, notifying them that Compact authorizations will be re-activated within five (5) business days.



---

## Reducing Regulatory Barriers. Increasing Access to Mental Health Care

---

### Termination of a PSYPACT Compact State

1. 30 days prior to a meeting of the full PSYPACT Commission to discuss the potential termination of a Compact state, the PSYPACT Executive Director shall send notification of the potential of termination to all psychologists holding active Compact authorizations designating this Compact state as their home state.
2. Within 24 hours of the official vote to terminate by the PSYPACT Commission, the PSYPACT Executive Director shall send notification to all psychologists holding active Compact authorizations with the suspended state designated as their home state that compact authorizations are no longer valid and will be terminated immediately until another home state can be designated.
3. Within 24 hours of the official vote to terminate by the PSYPACT Commission, the PSYPACT Executive Director shall send notification to all individuals that this state that has been terminated from PSYPACT and that compact authorizations are no longer valid in this state.



---

## Reducing Regulatory Barriers. Increasing Access to Mental Health Care

---

Policy Number: 1.7

Area: Administration

Authority: Compact - Article X

Purpose: To establish the process by which minutes will be drafted, reviewed, and posted.

Date Approved: November 19, 2020

Amendment History (List when amended and cite section number):

- None

Policy:

Minutes will be drafted, reviewed, and posted in a timely manner following the conclusion of a meeting.

Procedure:

1. Minutes of official PSYPACT Commission meetings, including PSYPACT Commission, PSYPACT Executive Board, committees, and task forces, will be drafted, and submitted to the respective entity for review and comment within ten (10) business days after the conclusion of the meeting.
2. After review and incorporation of any necessary edits as determined by the PSYPACT Executive Director, draft minutes will be posted publicly within 15 business days after the conclusion of the meeting.
3. All pending draft minutes will be reviewed the PSYPACT Commission at the PSYPACT Annual Meeting and approved. Final approved minutes will be posted publicly within 15 business days after the conclusion of that meeting.



---

## Reducing Regulatory Barriers. Increasing Access to Mental Health Care

---

Policy Number: 1.8

Area: Administration

Authority: Bylaws - Article VII

Purpose: To establish the role and duties of the PSYPACT Finance Committee.

Date Approved: November 19, 2020

Amendment History (List when amended and cite section number):

- None

Policy:

As delegated by the PSYPACT Treasurer, the PSYPACT Finance Committee shall provide support in the performance of the duties of the PSYPACT Treasurer as outlined in Article VII Section 1 D of the Bylaws

Procedure:

1. The Treasurer will give the financial report to the PSYPACT Commission at its Annual Meeting.
2. The Treasure may direct the PSYPACT Finance Committee to assist in tasks such as:
  - a) Serving in an advisory role in developing financial policies and practices.
  - b) Reviewing quarterly financial reports and annual budget.
  - c) Other duties as assigned.



---

## Reducing Regulatory Barriers. Increasing Access to Mental Health Care

---

Policy Number: 1.9

Area: Administration

Authority: Bylaws - Article VII

Purpose: To establish the employment policies for the PSYPACT Staff.

Date Approved: November 19, 2020

Amendment History (List when amended and cite section number):

- None

Policy:

1. PSYPACT Staff will have employment policies provided at the time of employment by the PSYPACT Commission, or if employed and managed through a third party, said third party employer shall provide a copy of the employment policies governing the PSYPACT Staff and administer the policies as needed.
2. The third party employer will provide a copy of the employment policies to the PSYPACT annually for review and acknowledgement.



---

## Reducing Regulatory Barriers. Increasing Access to Mental Health Care

---

Policy Number: 1.10

Area: Administration

Authority: Bylaws - Article VII

Purpose: To establish the role and duties of the PSYPACT Rules Committee.

To Date Approved: November 19, 2020

Amendment History (List when amended and cite section number):

- None

Procedure:

### Annual Review of Bylaws, Rules and Policies

1. The PSYPACT Rules Committee will be comprised of five (5) members.
2. Annually, at a time determined by the PSYPACT Rules Committee Chair, the PSYPACT Rules Committee will solicit suggestions from PSYPACT Commissioners, Compact state psychology licensing board administrators, and PSYPACT Staff for suggested amendments to the PSYPACT Commission Bylaws, Rules and Policies.
3. The PSYPACT Rules Committee will review all submitted suggestions and draft proposed amendments for any suggestions that the PSYPACT Rules Committee mutually agrees should be made within 30 calendar days of the receipt for comments deadline.
4. The PSYPACT Rules Committee will then provide both the PSYPACT Executive Board and all PSYPACT Commissioners and Compact state psychology licensing board administrators the opportunity for informal review and comment on the proposed draft amendments prior to making any official recommendation. The comment period will be no more than 30 calendar days.
5. After consideration of informal comments on the proposed draft amendments, the PSYPACT Rules Committee will make changes that it agrees should be made and vote on a final version of the proposed draft amendments to recommend for PSYPACT Executive Board consideration within 60 calendar days of the next scheduled PSYPACT Executive



---

## Reducing Regulatory Barriers. Increasing Access to Mental Health Care

---

### Board Meeting.

6. If the PSYPACT Executive Board does not vote to recommend the proposed draft amendments for consideration by the full PSYPACT Commission, the PSYPACT Rules Committee will review the amendments and revise as necessary before voting again to recommend to the PSYPACT Executive Board.





---

## Reducing Regulatory Barriers. Increasing Access to Mental Health Care

---

Policy Number: 1.11

Area: Administration

Authority: Bylaws - Article X

Purpose: To establish financial processes of the PSYPACT Commission.

Date Approved: November 19, 2020

Amendment History (List when amended and cite section number):

- None

Policy:

The PSYPACT Commission finances shall be conducted in accordance with common financial practices and shared with PSYPACT Commissioners. The fiscal year of the PSYPACT Commission shall be January 1 through December 31.

Procedure:

### Financial Reporting

- 1. Treasurer's Report at Annual Meeting**  
The Treasurer of the PSYPACT Commission, with the assistance of the PSYPACT Executive Director, will present an annual report to the PSYPACT Commission at the PSYPACT Annual Meeting.
- 2. Review of Financial Activities**  
Financial statements will be prepared in a timely manner at the conclusion of each quarter. Such statements will be distributed to the Treasurer of the PSYPACT Commission, PSYPACT Commission Finance Committee, and PSYPACT Executive Board.
- 3. Reporting Financial Matters to Compact States**  
Actual incomes and expenses will be published and shared with the PSYPACT Commission and Compact state psychology licensing board administrators after the end of the fiscal year or after an annual audit is completed.



---

## Reducing Regulatory Barriers. Increasing Access to Mental Health Care

---

### Annual Budget

1. The PSYPACT Executive Director will summarize and discuss the proposed annual budget with the Treasurer of the PSYPACT Commission. The Treasurer of the PSYPACT Commission will submit the annual budget to the PSYPACT Executive Board for consideration.
2. The PSYPACT Executive Board will submit the proposed annual budget for consideration and vote by the full PSYPACT Commission at the PSYPACT Annual Meeting.



---

## Reducing Regulatory Barriers. Increasing Access to Mental Health Care

---

Policy Number: 1.12

Area: Administration

Authority: Bylaws - Article VIII Section 2

Purpose: To establish processes to manage contracts on behalf of the PSYPACT Commission

Date Approved: November 19, 2020

Amendment History (List when amended and cite section number):

- None

Policy:

Contracts binding on the PSYPACT Commission may only be signed by an individual delegated in writing the authority to sign such contract in compliance with this policy.

Definition:

“Contract” means any contract, agreement, memorandum of understanding, memorandum of agreement, letter of intent, or other written or electronic document, or renewal of or amendment to such document that commits the funds, personnel, facilities, equipment, property, or other resources of the PSYPACT Commission.

Procedure:

1. Contracts necessary for the daily operation of PSYPACT and the PSYPACT Commission may be executed by the PSYPACT Executive Director or the PSYPACT Executive Director’s designee.
2. Consistent with this policy, the following officials are authorized to execute contracts as described below:
  - a) The PSYPACT Executive Director is authorized to execute all contracts necessary for the operation of PSYPACT and the PSYPACT Commission.
  - b) If the written delegation of authority to execute contracts so permits, the authorized officials may sub-delegate authority to execute contracts to other officers or individuals in writing.



---

## Reducing Regulatory Barriers. Increasing Access to Mental Health Care

---

Policy Number: 1.13

Area: Administration

Authority: Bylaws - Article X

Purpose: To establish processes to manage the PSYPACT Commission/ Association of State and Provincial Psychology Boards (ASPPB) Memorandum of Understanding (MOU)

Date Approved: November 19, 2020

Amendment History (List when amended and cite section number):

- None

Policy:

The PSYPACT Commission and the Association of State and Provincial Psychology Boards (ASPPB) have engaged in a Memorandum of Understanding (MOU), which provides for services needed by the PSYPACT Commission including staffing, consultation services, office space, and access to ASPPB data systems.

Procedure:

Review and Modification of the MOU:

1. The PSYPACT Executive Director will review the MOU by September 1<sup>st</sup> of each year to see if any changes are needed.
2. The PSYPACT Executive Director will provide a summary of their review and present to the PSYPACT Commission at its annual meeting.
3. The PSYPACT Commission will review the MOU at its Annual Meeting and instruct the PSYPACT Executive Director on how to proceed.
4. The PSYPACT Executive Director will provide written notice to the ASPPB Chief Executive Officer as specified in the MOU if any changes are noted.
5. If at any time, the PSYPACT Commission wishes to terminate the MOU, the PSYPACT Executive Director will provide 60 days written notice on behalf of the PSYPACT Commission to the ASPPB Chief Executive Officer.



---

## Reducing Regulatory Barriers. Increasing Access to Mental Health Care

---

### Process for Compliance with Payment Provisions of the MOU:

1. The PSYPACT Executive Director will compute the quarterly number of Compact authorization applications received each quarter and will authorize payment from the PSYPACT bank account to ASPPB.
2. The PSYPACT Executive Director will provide verification of the quarterly payment to the PSYPACT Treasurer.



---

## Reducing Regulatory Barriers. Increasing Access to Mental Health Care

---

Policy Number: 1.14

Area: Administration

Authority: Compact - Article X  
Bylaws - Article VI

Purpose: To establish the processes for maintaining the PSYPACT website and other public facing media.

Date Approved: November 19, 2020

Amendment History (List when amended and cite section number):

- None

Policy:

The PSYPACT Commission provides information via its website and other public facing media. The PSYPACT Commission Training and Public Relations Committee shall oversee substantive changes and may delegate maintenance to PSYPACT Commission staff.

Procedure:

1. All substantive information provided on the PSYPACT website or other public facing media shall be reviewed and approved by the PSYPACT Commission Training and Public Relations Committee prior to posting.
2. The PSYPACT Commission Training and Public Relations Committee delegates to the PSYPACT Executive Director, or staff designated by the PSYPACT Executive Director, the authority to make non-substantive updates and changes to the PSYPACT website and other public facing media which are administrative or technical in nature, as deemed necessary to conduct business. Examples include but are not limited to:
  - a Posting of minutes.
  - b Posting notices of meeting dates and times.
  - c Posting of public documents as approved by the PSYPACT Commission and/or its committees.
  - d Posting of press and information releases as approved by the PSYPACT Commission and/or its committees.
  - e Posting of reports and audit results approved by the PSYPACT Commission



---

## Reducing Regulatory Barriers. Increasing Access to Mental Health Care

---

- and/or its committees.
- f Posting of updates to the information regarding the level of participation by Compact states and legislation introduced by states to join PSYPACT.
  - g Posting of contact information for the PSYPACT Commission.
  - h Posting of rulemaking information as approved by the PSYPACT Commission Rules and Administrative Policies Committee Technical updates as they relate to the Compact authorizations application processes.
  - i Other specific actions as authorized by the PSYPACT Commission Training and Public Relations Committee.



---

## Reducing Regulatory Barriers. Increasing Access to Mental Health Care

---

Policy Number: 1.15

Area: Administration

Authority: Compact - Article X F 5

Purpose: To establish the processes for creating and disbursing the PSYPACT Annual Report

Date Approved: November 19, 2020

Amendment History (List when amended and cite section number):

- None

Policy:

The PSYPACT Commission shall provide an annual report.

Procedure:

1. The PSYPACT Commission Training and Public Relations Committee shall be responsible for the creation, production and distribution of the PSYPACT Annual Report. The PSYPACT Commission Training and Public Relations Committee may delegate any and all of these responsibilities to the PSYPACT Executive Director.
2. The PSYPACT Annual Report shall be released not later than 180 days after the end of the fiscal year.
3. The content of the PSYPACT Annual Report shall be determined by the PSYPACT Commission Training and Public Relations Committee which will include at a minimum:
  - a Reports of financial audits and any recommendations that may have been adopted by the PSYPACT Commission.
  - b A report of the budget.
  - c A summary of policies, amendments to bylaws, amendments to the rules and any advisory opinions that were issued during the previous fiscal year.
  - d Information on Compact authorizations issued during the year.
  - e Information on compliance actions through the Compact.
  - f A roster of Compact states and appointed commissioners.
  - g A summary of committee activities.
  - h A report from the PSYPACT Executive Director.





---

## Reducing Regulatory Barriers. Increasing Access to Mental Health Care

---

4. The PSYPACT Executive Board may approve the publication of the annual report as presented by the PSYPACT Commission Training and Public Relations Committee. The PSYPACT Executive Board may delegate administration and maintenance of this policy to the PSYPACT Executive Director.



---

## Reducing Regulatory Barriers. Increasing Access to Mental Health Care

---

Policy Number: 1.16  
Area: Administrative  
Authority: Compact - Article X C  
Purpose: To establish a uniform policy on the use of the PSYPACT logo and other brand elements by non-Commission parties.  
Date Approved: November 20, 2020

**Policy:**

In order to protect the reputation and integrity of the Commission and its name, logo and other brand elements (hereinafter, “Brand Elements”), the use of Commission Brand Elements by Non-Commission Individuals or Entities shall be limited to educational, informational, legislative and similar purposes, and may not be used in any way that is false, malicious, misleading, or that implies a commercial endorsement or relationship between PSYPACT and any other individual or entity.

**Definitions:**

- A. “Brand Element” means a word, name, symbol or logo adopted by, or that identifies or refers to, the Psychology Interjurisdictional Compact and/or the Commission (collectively, “PSYPACT”), and/or the goods or services of PSYPACT. Brand Elements specifically include, but are not limited to, the PSYPACT name and logo.
- B. “Non-Commission Individuals or Entities” means any person, organization, corporation, partnership, sole proprietorship, or any other type of entity, other than duly appointed Commissioners and/or staff of PSYPACT.

**Procedures:**

- A. Non-Commission Individuals or Entities may utilize the Brand Elements only for informational, educational and/or bona fide legislative purposes that are consistent with and which further the purpose, mission and functions of PSYPACT.
- B. Without limiting the foregoing, examples of permissive use of PSYPACT Brand Elements as set forth in (A) above shall include, but not be limited to:
  - a. Materials for a presentation to state officials for purposes of considering enactment of the Compact legislation.
  - b. Materials in an educational presentation at a conference, seminar and/or professional meeting of licensed psychologists or others in the psychology



---

## Reducing Regulatory Barriers. Increasing Access to Mental Health Care

---

- profession.
- c. Information on a website, blog, social media application, or other such application or site intended to educate users or visitors about PSYPACT and/or the psychology profession.
- C. The Brand Elements may not be used in any manner that is, in the sole opinion of PSYPACT, false, misleading, unfair, malicious, inappropriate, defamatory, obscene, infringing, offensive or inaccurate, or otherwise objectionable to PSYPACT.
  - D. The Brand Elements may not be utilized in any manner that expresses or implies a commercial or business relationship, partnership, affiliation or other business or proprietary relationship between PSYPACT and any Non- Commission Individuals or Entities, or that can be reasonably interpreted to suggest content has been authorized by, or represents the views or opinions of PSYPACT or its Commissioners, staff or representatives.
  - E. The Brand elements may not be used in any matter that expresses or implies an endorsement or acceptance of the products, services or other offerings of any Non-Commission Individuals or Entities.
  - F. Brand Elements may not be utilized on any website or application that contains or displays adult content, promotes gambling, involves the sale of tobacco or alcohol, or otherwise violates applicable law.
  - G. Non-Commission Individuals or Entities may not adopt or utilize in any manner any marks, logos, slogans, or designs that are confusingly similar to the Brand Elements.
  - H. All Brand Elements remain the intellectual property of PSYPACT.
  - I. Any use in a manner inconsistent with this Policy, or in any manner that the Commission determines is inappropriate or unacceptable, shall constitute a violation and shall be subject to a cease-and-desist order from the Commission and/or its legal counsel. Any use of Brand Elements in contravention of this Policy shall cease immediately even in the absence of such a cease-and-desist notification.
  - J. Any Non-Commission Individual or Entity that wishes to use a Brand Element in any manner not expressly permitted by this Policy shall contact PSYPACT prior to any



---

## Reducing Regulatory Barriers. Increasing Access to Mental Health Care

---

such use so that the Commission may make a determination on the acceptability of any such proposed use.



---

## Reducing Regulatory Barriers. Increasing Access to Mental Health Care

---

Policy Number: 1.17  
Area: Administration  
Authority: Compact - Article X C

Purpose: To facilitate the use of social media as an effective and efficient system for communications within the Compact, to state psychology licensing boards, PSYPACT authorization holders and to other groups.

Date Approved: July 14, 2022

Amendment History (List when amended and cite section number):

- None

Policy:

To further disseminate information about PSYPACT, the PSYPACT Commission will maintain a social media presence. Content must be PSYPACT-related, relevant to PSYPACT authorization holders or PSYPACT member jurisdictions and/or highlight PSYPACT activities or functions. Content will refrain from express opinions or position statements. The PSYPACT Commission is subject only to the language of the Compact and its own rules and policies.

Procedure:

1. PSYPACT staff is responsible for creating content, monitoring, and responding to comments on the PSYPACT social media accounts.
2. PSYPACT social media accounts will respect copyrights and properly cite sources or only post items that are covered by fair use. Otherwise, written permission will be sought first.
3. PSYPACT staff will monitor the PSYPACT social media accounts regularly and promptly respond to any posts or comments.
4. Submitted comments, when possible, will be reviewed prior to being released for public viewing. Any comments deemed inappropriate or disrespectful will be removed from the social media accounts.
5. PSYPACT staff will respect privacy rights of the PSYPACT Commission and must not disclose information or post photographs without obtaining permission.
6. PSYPACT Commissioners may unofficially post on PSYPACT social media accounts. If the Commissioner so wishes, the Commissioner can submit for review to the PSYPACT Executive Director any comments to be posted prior to posting.
7. The PSYPACT Executive Director may officially speak on behalf of the Commission on PSYPACT social media accounts.



---

## Reducing Regulatory Barriers. Increasing Access to Mental Health Care

---

Policy Number: 1.18  
Area: Administration  
Authority: Compact - Article VII C  
Purpose: To establish the role and duties of the PSYPACT Compliance Committee.  
Date Approved: July 14, 2022  
Amendment History (List when amended and cite section number):

- None

Policy:

The Compliance Committee is responsible for administering the provisions of the compact related to compliance and enforcement. The Compliance Committee shall assist in monitoring compact member jurisdiction compliance with the requirements of the PSYPACT, assist in remediation and make recommendations to the PSYPACT Executive Board regarding enforcement actions when needed.

Procedure:

The PSYPACT Executive Director shall be responsible for overseeing the entire process with involvement of members of the Compliance Committee as outlined below:

Compliance Monitoring and Reporting

The Compliance Committee will establish and maintain the compliance components and establish the ranking for non-compliance of those components. The ranking shall be critical, moderate or low impact to the Commission for non-compliance.

The Compliance Committee will establish and maintain the quarterly compliance reporting criteria.

Quarterly Compliance Reporting:

1. The PSYPACT Executive Director shall send the staff and PSYPACT Commissioner of each compact member jurisdiction a quarterly report detailing its compliance regarding the Key Compliance Factors.
  - a) The report shall highlight compliance and non-compliance with each factor as well as the ranking of each key compliance factor.
  - b) The PSYPACT Executive Director will allow 10 business days for the compact member jurisdiction to respond to any key compliance factors not in compliance.
  - c) If steps are being taken to rectify the non-compliance factors, set a time frame for those steps to be completed.
  - d) Update the quarterly report for the Compliance Committee regarding this jurisdiction.
  - e) If the compact member jurisdiction does not proactively contact the PSYPACT Executive Director within 10 business days, the PSYPACT Executive Director will follow up with a phone call. and alert the Compliance Committee in its quarterly report.



---

## Reducing Regulatory Barriers. Increasing Access to Mental Health Care

---

2. The PSYPACT Executive Director will provide the Compliance Committee with a quarterly compliance report.

### Remediation for compact member jurisdictions in non-compliance:

1. The PSYPACT Executive Director shall request a meeting to discuss the non-compliance of a member state.
2. Attendees of this meeting shall consist of the PSYPACT Executive Director, a representative from the compact member jurisdiction in non-compliance and a representative from another compact member state with similar structure around the non-compliance factor.
3. The goals of the meeting are to discuss steps to remediate the noncompliance issues.
4. Once remedial steps are identified, a deadline is established. The deadline will be on a case-by-case basis depending on the severity of the non-compliance and steps created.
5. After the meeting, the PSYPACT Executive Director will provide to the compact member jurisdiction a summary of the meeting to include the steps identified and deadlines set.
6. If compliance is met, move the compact member jurisdiction off the non-compliance report.
7. If compliance is not met during the timeline provided, move to formal notification of non-compliance.

### Formal Notification of Non-Compliance

1. If remediation is unsuccessful, the PSYPACT Executive Director will notify the Compliance Committee of the non-compliance issue and schedule a committee meeting.
2. A summary report will be provided to the Compliance Committee outlining communications and steps taken to rectify the non-compliance issue.
3. The committee will review the report and make recommendations regarding compliance enforcement.
4. Depending on the non-compliance impact on the Commission, the committee can make recommendations to take no action, suspend until remediated or terminate the compact member jurisdiction.
5. If compliance is achieved any time during this process, the compact member jurisdiction is moved off the non-compliance report.
6. If compliance is not achieved, the Compliance Committee's recommendations are sent to the PSYPACT Executive Board by the PSYPACT Executive Director and place on the agenda for the next Executive Board meeting.



---

## Reducing Regulatory Barriers. Increasing Access to Mental Health Care

---

### Executive Board Action

1. The PSYPACT Executive Director shall notify the Executive Board of the non-compliance issue and schedule a meeting.
2. The PSYPACT Executive Director shall provide a summary report along with the Compliance Committee's recommendations.
3. The Executive Board shall vote to either take no action, suspend until remediated or terminate the compact member jurisdiction's membership in the compact. If termination is chosen, the matter is referred to the full Commission for consideration at an emergency meeting or its next scheduled meeting.
4. If compliance is achieved any time during this process, the compact member jurisdiction is moved off the non-compliance report and all further action is stopped.
5. The compact member jurisdiction shall have the right to dispute resolution as provided in Compact law, rules and bylaws.

### Full Commission Board Action:

1. If the PSYPACT Executive Board recommends termination of a compact member jurisdiction based on non-compliance, the PSYPACT Executive Director shall notify the Commission of the non-compliance issue.
2. The PSYPACT Executive Director shall provide a summary report along with the Executive Board's recommendations.
3. The full Commission shall vote to either take no action, suspend until remediated or terminate the compact member jurisdictions' membership in the compact.
4. If compliance is achieved any time during this process, the compact member jurisdiction is moved off the non-compliance report and all further action is stopped.

If the Commission recommends suspension or termination, the PSYPACT Executive Director will send notification to all required parties as established by Article XII B of the PSYPACT model language.





---

## Reducing Regulatory Barriers. Increasing Access to Mental Health Care

---

**Policy Number:** 1.19  
**Area:** Administration  
**Authority:** Compact – Article X  
Bylaws – Article X  
**Purpose:** To establish the polices on funds and investment strategies based on preservation of principal and a conservative growth model. The purpose of this policy is to promote the stability of the PSYPACT Commission as it moves toward the goal of self-sustainment utilizing revenue and efficient financial management through an operating fund, reserve fund and investments.

**Date Approved:** July 14, 2022

**Amendment History (List when amended and cite section number):**

- None

**Policy:**

The Psychology Interjurisdictional Compact (PSYPACT) model language Article X states the PSYPACT Commission shall carry out the purposes and exercise the powers of the Compact. Article X of the Bylaws establishes the fiscal year, budget and other financial matters.

**Definitions:**

1. **Cash Assets** – Assets consisting of cash and items readily convertible to cash, such as funds held in savings and checking accounts.
2. **Fund Return** – the amount of fund earned during a specific time period, minus the fees.
3. **Investment Advisor** – An organization or individual responsible for the day-to-day management of an investment portfolio.
4. **Investment Strategy** – A prudent methodology for investing cash in investment vehicles such as certificates of deposit (CDs).
5. **Operating Fund** – The fund created to provide sufficient cash flow to meet the PSYPACT Commission’s financial obligations during the current budget cycle.
6. **Reserve Fund** – An amount of cash set aside to meet future liabilities.

**Procedure:**

1. All transactions shall be for the sole benefit of the PSYPACT Commission.
2. The Finance Committee will conduct an annual review of:
  - a. The PSYPACT Commission Investment Policy
  - b. Investment assets to ensure compliance with the Investment Policy
  - c. The performance of the investment strategies and consider any changes to the policy or investment strategies.
3. Any recommendations regarding changes to the Investment Policy shall be made by the PSYPACT Executive Director and Finance Committee to the PSYPACT Executive Board.



---

## Reducing Regulatory Barriers. Increasing Access to Mental Health Care

---

4. The PSYPACT Executive Director shall be responsible for managing the Investment Policy process with oversight by the Treasurer. The PSYPACT Executive Director shall:
  - a) Maintain the balance in the PSYPACT Commission operating fund based on established protocols.
  - b) Transfer, as appropriate, funds to the PSYPACT Commission reserve fund.
  - c) Authorize the investment of funds from the PSYPACT reserve fund into federally insured Certificates of Deposit not to exceed FDIC insurance limits in value per institution.
  - d) Communicate with the Investment Advisor at regular established intervals.
  - e) Provide an annual report of the schedule of investments to include the nature and terms of the investments to the Finance Committee.
5. The PSYPACT Executive Director will recommend the hiring or replacing of an investment advisor to the PSYPACT Finance Committee.

The PSYPACT Finance Committee will review the investment advisor candidates and make recommendations to the PSYPACT Executive Board.



---

## Reducing Regulatory Barriers. Increasing Access to Mental Health Care

---

Policy Number: 1.20  
Area: Administration  
Authority: Rule 4.12  
Rule 5.12  
Bylaw: Article VII Section 1 H  
Purpose: To establish the processes for applicants to appeal decisions of the Commission  
Date Approved: July 14, 2022

Policy:

Applicants who are denied authorization may file an appeal by submitting the appropriate form to the PSYPACT Commission staff.

Procedure:

1. Appeals shall be considered by the Appeals Committee.
2. Applicants who are denied authorization may file an appeal by submitting the appropriate form to the PSYPACT Commission Central Office.
3. The applicant has 30 days from the date of the notice to appeal the denial of authorization.
4. An appeal must be based on the contention that the Commission erred in its decision based on the information submitted in the application and supporting documentation as of the applicant's last review.
5. Additions or changes to the applicant's record may not be made on appeal but may be submitted to the Commission's Requirements Review Committee for reconsideration. An appeal may include written arguments regarding misapplication of standards or misinterpretation of information or documentation.
6. Nothing contained in the Commission's Policies shall entitle any applicant to a hearing on their application. An applicant and/or their attorney may submit arguments in writing so long as they are reasonable in length.
7. The decision of the Appeals Committee will be final.
8. The Appeals Committee will be provided only the information that was available to the Commission when it made its original decision.
9. The Appeals Committee may make the following decisions:
  - a. Affirm the Commission's decision; or
  - b. Reverse the Commission's decision and issue an authorization; or
  - c. Send back to the Requirements Review Committee with a request to the applicant for additional information for the Commission to consider.



---

## Reducing Regulatory Barriers. Increasing Access to Mental Health Care

---

Policy Number: 1.21  
Area: Administration  
Authority: Rule 4.12  
Rule 5.12  
Bylaw: Article VII Section 1 H

Purpose: To establish the processes for authorization holders to appeal decisions of the Commission

Date Approved: July 14, 2022

Policy:

Authorization holders whose authorization has been suspended or terminated may file an appeal by submitting the appropriate form to the PSYPACT Commission staff.

Procedure:

1. Appeals shall be considered by the Appeals Committee.
2. An Authorization Holder whose authorization has been suspended or terminated may file an appeal by submitting the appropriate form to the PSYPACT Commission Central Office.
3. The Authorization Holder has 30 days from the date of the notice to appeal the suspension or termination of an authorization.
4. An appeal must be based on the contention that the Commission erred in its decision.
5. Additions or changes to the authorization holder's record may not be made on appeal but may be submitted to the Commission for reconsideration. An appeal may include written arguments regarding misapplication of standards or misinterpretation of information or documentation.
6. Nothing contained in the Commission's Policies shall entitle any authorization holder to a hearing on their suspension and/or termination.
7. An authorization holder and /or their attorney may submit arguments in writing so long as they are reasonable in length.
8. The decision of the Appeals Committee will be final.
9. The Appeals Committee will be provided only the information that was available to the Commission when it made its original decision.
10. The Appeals Committee may make the following decisions:
  - a. Affirm the Commission's decision; or
  - b. Reverse the Commission's Committee's decision and lift the suspension or remove the termination and reinstate the authorization; or
  - c. Send back to the Commission with a request to the authorization holder for additional information for the Commission to consider.



---

## Reducing Regulatory Barriers. Increasing Access to Mental Health Care

---

Policy Number: 1.22  
Area: Administration  
Authority: Rule 4.11  
Rule 5.11  
Bylaw: Article VII Section 1 H

Purpose: To establish the process for the completion of the Application Attestation and Acknowledgement Form

Date Approved: November 2, 2022

Policy:

Applicants for the Authority to Practice Interjurisdictional Telepsychology (APIT) and/or the Temporary Authorization to Practice (TAP) must complete the appropriate Application Attestation and Acknowledgement section of the APIT and/or TAP application prior to their authorization being issued by the PSYPACT Commission.

Procedure:

1. The Applicant shall initial all portions of the APIT and/or TAP Acknowledgement section of the application and submit the application as final.
2. Failure to complete the form within 30 days from starting the APIT or TAP application process will result in the closing of the application.
3. A new application along with applicable application fees will be required if authorization is applied for at a later date.
4. Failure to comply with the requirements of the APIT and/or TAP including those listed in the Application Attestation and Acknowledgement application section will result in revocation.



---

## Reducing Regulatory Barriers. Increasing Access to Mental Health Care

---

Policy Number: 1.23

Area: Administration

Authority: PSYPACT Compact Article X C

Purpose: To establish the process when an E.Passport and/or Interjurisdictional Practice Certificate (IPC) has expired or been placed on inactive status.

Date Approved: November 2, 2022

Amendment History (List when amended and cite section number):

- None

Policy:

1. All APIT and TAP holders must have a current, active, and valid E.Passport or Interjurisdictional Practice Certificate (IPC) respectively.
2. Once ASPPB has notified PSYPACT staff of an inactive or expired E.Passport and/or IPC, PSYPACT staff will inactivate or expire the appropriate PSYPACT certificate.
3. PSYPACT staff will send an email to the APIT and/or TAP certificate holder notifying them of the change in status and that no services can be provided under the authority of PSYPACT as long as they are in inactive or expired status.
4. Once ASPPB has notified PSYPACT staff that an E.Passport and/or IPC has been restored to active status, PSYPACT staff will reactive the appropriate PSYPACT certificate.
5. Once the active status has been restored, PSYPACT staff will send an email to the APIT and/or TAP certificate holder alerting them that they can again practice under the authority of PSYPACT.



---

## Reducing Regulatory Barriers. Increasing Access to Mental Health Care

---

Policy Number: 2.1

Area: Implementation

Authority: Compact - Article XII

Purpose: To assure that states prepare/adopt language consistent with the model Psychology Interjurisdictional Compact language.

Date Approved: November 19, 2020

Amendment History (List when amended and cite section number):

- None

Policy:

1. Any compact or enabling statute provisions that require a psychologist to meet additional requirements to obtain or maintain a compact authorization will be deemed to impose material limitations and conditions on the exercise of the Compact authorization and to constitute a material variation from the Compact enacted by the existing Compact states.
2. Any compact or enabling statute provisions that require a psychologists to notify the state psychology licensing board that they are practicing in the state so that the state may determine the availability of psychologists or practice patterns within its jurisdiction, etc. are not deemed to impose a material limitation or condition on the exercise of the Compact authorization or to constitute a material variation from the Compact enacted by the existing Compact states so long as the state psychology licensing board does not require registration, payment of a fee, satisfaction of a background check or other conditions as a precondition to practice on a Compact authorization in the state.

Procedure:

1. If PSYPACT Staff or a PSYPACT Commissioner becomes aware of proposed Compact legislation or when the Compact is enacted by a new state, the PSYPACT Executive Director will review the statute adopting the Compact to determine whether the statute imposes material limitations and conditions on the ability to practice in the state pursuant to a Compact authorization and whether the Compact, as enacted, contains other material variations from the Compact as enacted by existing Compact states. All reasonable efforts will be made to notify a state which



---

## Reducing Regulatory Barriers. Increasing Access to Mental Health Care

---

introduces proposed Compact legislation, prior to the enactment of said statute.

2. Where the PSYPACT Executive Board, in consultation with legal counsel, determines that the Compact legislation, as enacted by a new state, is materially different from the enactments of the other Compact states, the PSYPACT Executive Director will notify the new state that the PSYPACT Commission will not recognize it as effectively adopting the Compact and identify the reasons therefore.
3. States enacting Compact legislation that is determined to be materially equivalent by the PSYPACT Executive Director will automatically be deemed a member of the PSYPACT Commission. Subsequently, the PSYPACT Executive Director will send notification to the PSYPACT Executive Board, PSYPACT Commissioners, and the board administrator of the new Compact state psychology licensing board.





---

## Reducing Regulatory Barriers. Increasing Access to Mental Health Care

---

Policy Number: 2.2

Area: Implementation

Authority: Compact - Article III  
Bylaws - Article III & IV  
Rule – Section 9

Purpose: To provide guidance to Compact states regarding the requirements to complete the implementation of the Psychology Interjurisdictional Compact (PSYPACT) and be ready to recognize Compact authorizations

Date Approved: November 19, 2020

Amendment History (List when amended and cite section number):

- None

Policy:

A Compact state must satisfactorily demonstrate its readiness to begin recognizing Compact authorizations before psychologists in other Compact states can practice under Compact authorization(s) in said state.

Procedure:

Compact states must implement the following items and inform the PSYPACT Executive Director once implementation is complete:

1. Identify the PSYPACT Commissioner to serve on the PSYPACT Commission no later than 90 days after the effective date of the PSYPACT legislation.
2. Have PSYPACT Commissioner and appropriate staff participate in the Compact implementation calls.
3. Fully implement the requirements of PSYPACT Rule Section 9 regarding the Coordinated Licensure Information System.
4. If necessary, adopt any new rules related to the Compact.



---

## Reducing Regulatory Barriers. Increasing Access to Mental Health Care

---

Policy Number: 2.3

Area: Implementation

Authority: Compact - IV and V Rule - Section 4 and 5

Purpose: To establish the process by which Compact authorization applications are reviewed.

Date Approved: November 19, 2020

Amendment History (List when amended and cite section number):

- None

Policy:

Authority to Practice Interjurisdictional Telepsychology (APIT) and Temporary Authorization to Practice (TAP) authorizations are issued by the PSYPACT Commission and are required to practice under the authority of PSYPACT.

Procedure:

1. A psychologist wishing to practice under the authority of PSYPACT must first obtain an Authority to Practice Interjurisdictional Telepsychology (APIT) to practice interjurisdictional telepsychology or a Temporary Authorization to Practice (TAP) to practice temporary, in-person face-to-face psychology in another Compact state.
2. A psychologist applies for the APIT and/or TAP through the Association of State and Provincial Psychology Boards' (ASPPB) current online application management software.
3. An application shall be opened once any portion of an application and the fee is received.
4. Initial review of an application shall be made by a PSYPACT Staff. This initial review shall consist of the completion of an application checklist in order to verify that the required documentation has been submitted by the applicant and primary source verification was completed.
5. If the application is deemed incomplete, the applicant will be notified of the deficiencies precluding action on the application.
6. Once an application is determined to be complete, an evaluation of the application shall be conducted by two (2) PSYPACT Staff reviewers.



---

## Reducing Regulatory Barriers. Increasing Access to Mental Health Care

---

7. After the first reviewer recommends approval or denial of the application, the application shall be forwarded to the next reviewer. If both reviewers concur, the application will be deemed approved or denied by the PSYPACT Commission. If the reviewers do not concur, the application will be submitted to the PSYPACT Commission for a final determination.
8. All reviews will be completed by electronic means.
9. The applicant will be notified of a decision on the application.



---

## Reducing Regulatory Barriers. Increasing Access to Mental Health Care

---

Policy Number: 2.4

Area: Implementation

Authority: Compact - III  
Rule - Section 4.4 and 5.4

Purpose: To establish the process by which Compact authorization holders must notify the PSYPACT Commission of a change in home state.

Date Approved: November 19, 2020

Amendment History (List when amended and cite section number):

- None

Policy:

Compact authorization holders must notify the PSYPACT Commission of a change in home state within 30 days per PSYPACT Rule 4.4 and 5.4.

Procedure:

1. If a Compact authorization holder changes home state, as defined in PSYPACT Rules 4.4 and 5.4, the Compact authorization holder must update their identified home state in the Association of State and Provincial Psychology Boards (ASPPB) current application management software.



---

## Reducing Regulatory Barriers. Increasing Access to Mental Health Care

---

Policy Number: 2.5

Area: Implementation

Authority: Compact - IX  
Rule -  
Section 9

Purpose: To establish the process by which Compact authorization status will be verified to third parties.

Date Approved: November 19, 2020

Amendment History (List when amended and cite section number):

- None

Policy:

Compact authorization status will be provided to third parties when authorized by Compact Authorization Holders.

Definitions:

- A. Authority to Practice Interjurisdictional Telepsychology (APIT) Statuses:
- Active: Certificate has been approved
  - Expired 1: Users E.Passport certificate has expired
  - Expired 2: Users E.Passport Certificate has expired for 2 renewal periods
  - Expired Permanently: Users E.Passport Certificate has expired permanently and must reapply.
  - Active\*: Significant Investigatory Information has been identified. User cannot modify their Home State while listed as Active\* but can use the certificate. Only Commissioners and/or PSYPACT Staff have access to this information.
  - Suspended: User is in an Alternative Program. Certificate cannot be used while listed as Suspended
  - Voluntarily Resigned: User has requested the certificate be closed.
  - Revoked: Disqualifying activity identified, and certificate is closed



---

## Reducing Regulatory Barriers. Increasing Access to Mental Health Care

---

### B. Temporary Authorization to Practice (TAP) Statuses:

- i. Active: Certificate has been approved
- ii. Expired 1: Users Interjurisdictional Practice Certificate (IPC) has expired
- iii. Expired 2: Users IPC has expired for 2 renewal periods
- iv. Expired Permanently: Users IPC has expired permanently and must reapply.
- v. Active\*: Significant Investigatory Information has been identified. User cannot modify their Home State while listed as Active\* but can use the certificate. Only Commissioners and/or PSYPACT Staff have access to this information.
- vi. Suspended: User is in an Alternative Program. Certificate cannot be used while listed as Suspended
- vii. Voluntarily Resigned: User has requested the certificate be closed.
- viii. Revoked: Disqualifying activity identified, and certificate is closed.

### C. Procedure

1. Verifications will be conducted via a public directory to be housed on the PSYPACT website.
2. Compact authorization holder must complete the appropriate release of information form to request paper verification of their Compact authorization status be sent to a third party.
3. Based on a completed release of information form, PSYPACT Staff will verify the following information:
  - a) E.Passport Number
  - b) E.Passport Issue Date
  - c) E.Passport Status
  - d) E.Passport Renewal Date
  - e) APIT Issue Date
  - f) APIT Status
  - g) APIT Home State
  - h) IPC Number
  - i) IPC Issue Date
  - j) IPC Status
  - k) IPC Renewal Date
  - l) TAP Issue Date
  - m) TAP Status
  - n) TAP Home State



---

## Reducing Regulatory Barriers. Increasing Access to Mental Health Care

---

Policy Number: 2.6

Area: Implementation

Authority: Compact Article VI & Article V  
Rules -Section IV & V

Purpose: To establish the format in which PSYPACT participation may be listed by PSYPACT authorization holders.

Date Approved: November 19, 2020

Amendment History (List when amended and cite section number):

- None

Policy:

1. When listing an Authority to Practice Interjurisdictional Telepsychology (APIT) and/or Temporary Authorization to Practice (TAP) under PSYPACT, the authorization holder may include the following under a header of certification:
  - a) Authority to Practice Interjurisdictional Telepsychology (APIT) and/or Temporary Authorization to Practice (TAP)
  - b) Granted by the PSYPACT Commission
  - c) Date issued
  - d) APIT or TAP number
2. The authorization holder must not indicate that this authorization implies an advance skill, license or education level.
3. The APIT nor the TAP may not be listed after the holder's name to indicate an academic degree or certification but under the name such as another qualification to practice.
4. When possible, an explanation of what the authorization means should be included.

Example: PSYPACT is an interstate compact which offers a voluntary expedited pathway for practice to qualified psychologists who wish to practice in multiple states. PSYPACT is designed to facilitate the practice of telepsychology and the temporary in-person, face-to-face practice of psychology across state boundaries. In order to practice telepsychology in PSYPACT states, psychologists licensed in PSYPACT states only, can apply to the PSYPACT Commission for an Authority to Practice Interjurisdictional



---

## Reducing Regulatory Barriers. Increasing Access to Mental Health Care

---

Telepsychology (APIT). In order to conduct temporary practice in PSYPACT states, psychologists licensed in PSYPACT states only can apply to the PSYPACT Commission for a Temporary Authorization to Practice (TAP). The PSYPACT Commission is the governing body of PSYPACT and is comprised of one representative from each PSYPACT state. More information regarding PSYPACT and its requirements can be found at [www.psypact.org](http://www.psypact.org).





---

## Reducing Regulatory Barriers. Increasing Access to Mental Health Care

---

Policy Number: 3.1

Area: Discipline

Authority: Compact - Article VII and VIII  
Rules - Section 7

Purpose: To assist Compact states in obtaining evidence for investigative and disciplinary purposes when an incident occurs in another Compact state.

Date Approved: November 19, 2020

Amendment History (List when amended and cite section number):

- None

Policy:

Compact states will assist in obtaining evidence necessary for investigations and disciplinary proceedings in Compact states, as allowed by state law and PSYPACT Rules.

Procedure:

1. The Compact state requesting investigatory information shall communicate directly with the psychology licensing board of the state making the notification of available investigatory information. The designated staff of each state shall come to a mutual agreement on what information will then be formally requested in writing and shared between the states based on their respective state laws.
2. The Compact state needing the documentary evidence shall request, in writing, that the psychology licensing board of the state where the incident occurred obtain the requested records. The request shall be specific regarding the time frame to be covered and documents needed (medical records, personnel records, policies, time records, etc.)
3. The Compact state where the incident occurred shall acknowledge the request within ten (10) business days of receipt and will provide an estimated time within which the information will be provided.
4. The Compact state will facilitate obtaining requested records as allowed by state law and



---

## Reducing Regulatory Barriers. Increasing Access to Mental Health Care

---

PSYPACT Rules, including but not limited to, subpoenas and formal requests.

6. Those Compact states allowed by law to issue subpoenas will do so within ten (10) days of receipt of request.



---

## Reducing Regulatory Barriers. Increasing Access to Mental Health Care

---

Policy Number: 3.2

Area: Discipline

Authority: Compact - Article IX  
Rule - Section 9

Purpose: To establish the process by which Compact states will report adverse actions to the PSYPACT Commission.

Date Approved: November 19, 2020

Amendment History (List when amended and cite section number):

- None

Policy:

Compact states must report any new adverse actions taken on a license to the PSYPACT Commission.

Definition: “Adverse Action” means any action taken by a State Psychology Regulatory Authority which finds a violation of a statute or regulation that is identified by the State Regulatory Authority as discipline and a public matter.

Procedure:

1. Compact states will use the jurisdiction interface of the Association of State and Provincial Psychology Boards (ASPPB) Disciplinary Data System (DDS) to log any adverse action taken on a license in accordance with the requirements of PSYPACT Rule 9.
2. The effective date of the adverse action, as referenced in PSYPACT Rule 9, is to be defined as the date in which the psychology licensing board order officially goes into effect after any appeals or mandated delays.



---

## Reducing Regulatory Barriers. Increasing Access to Mental Health Care

---

Policy Number: 3.3

Area: Discipline

Authority: Compact - Article IV and V

Purpose: To establish the process by which Compact authorizations will be terminated.

Date Approved: November 19, 2020

Amendment History (List when amended and cite section number):

- None

Policy:

The PSYPACT Commission will terminate Compact authorizations if the Compact authorization holder is found to have violated PSYPACT Law, Rules, Bylaws or Policies or if notified by a psychology licensing board, after due process, that a state's laws have been violated.

Procedure:

1. Upon termination of a Compact authorization, the PSYPACT Staff as designated will send an email notification to the psychologist that all Compact authorizations were terminated.
2. Upon termination of a Compact authorization, the PSYPACT Executive Director will send email notification to all Compact states notifying of the termination of Compact authorization.