



**Board of Psychologists and Psychological Associate Examiners**

PO Box 110806, Juneau, AK 99811

Phone: (907) 465-2550

Email: [BoardOfPsychologists@Alaska.Gov](mailto:BoardOfPsychologists@Alaska.Gov)

Website: [ProfessionalLicense.Alaska.Gov/BoardofPsychologists](http://ProfessionalLicense.Alaska.Gov/BoardofPsychologists)

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## Psychologist Courtesy License Application Instructions

A courtesy license authorizes an individual to practice psychology in Alaska for a maximum of 30 days in a 12-month period. A person may not be issued more than one courtesy license in that person's lifetime. A courtesy license does not authorize the licensee to conduct a general psychology practice or to perform services outside the scope of practice under AS 08.86.230. The applicant must NOT be a resident of Alaska.

A monthly courtesy report is due to the division each month during the period of the courtesy license indicating number of days practiced under the courtesy license during the month (*form #08-4758*).

***The following must be received by the division before your application for Psychologist Courtesy License can be reviewed:***

### 1. APPLICATION

A signed, completed application (#08-4230, pages 1-4).

### 2. FEES

Fees made payable to "State of Alaska."

Nonrefundable Application Fee: \$ 50.00

Courtesy License Fee: \$200.00

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Total Fees Due: \$250.00

### 3. VERIFICATION OF LICENSURE

Verification of Licensure must be sent directly to the department from each jurisdiction where the applicant holds or has ever held a license to practice psychology. Each verification must include an explanation of any disciplinary action taken against the licensee. Check with each of the state boards you are or have been licensed in for their verification request process. If a state offers primary source verification on their website, that can be accepted as long as the website clearly confirms that it's a primary source verification.

### 4. VERIFICATION OF EXAM

Verification of having passed the Examination for Professional Practice in Psychology (EPPP) with a score that meets the requirements in 12 AAC 60.140 sent directly from the licensing jurisdiction that administered the examination or from the Association of State and Provincial Psychology Boards (ASPPB).

### 5. DATES OF COURTESY LICENSE

Identification of dates for which the courtesy license is requested.

### 6. SCOPE OF PRACTICE

Identification of the scope of practice intended for the courtesy license.

### 7. ATTESTATIONS

Attest that you have not:

- (A) previously been issued a courtesy license to practice psychology in the State of Alaska;
- (B) had a psychologist license suspended or revoked in any jurisdiction; and
- (C) been denied a license to practice psychology in this state within the past four years.

**Note:** If you cannot attest to (A), (B), and (C) above, you are not eligible for a courtesy license in the State of Alaska. (12 AAC 60.035(c)(8)(A-C))

## General Information

### VERIFICATION OF EPPP SCORE:

Some jurisdictions are unable to provide verification of the score received on the Examination for Professional Practice in Psychology (EPPP). Check with the licensing board that will be providing your license verification and if your EPPP score cannot be reported then you must request a EPPP Score Transfer Service from the Association of State and Provincial Psychology Boards (ASPPB). The EPPP Score Transfer Service form can be downloaded from the ASPPB web site at [www.asppb.net](http://www.asppb.net), or the ASPPB can be contacted at PO Box 849, Tyrone, GA 30290. (678) 216-1175.

### APPLICATION PROCESSING:

The average processing time varies by program. When the application is complete and correct, all supporting documents have been received and all fees have been paid, the license may be issued. Start the process far enough in advance to allow for processing time. Applications are reviewed in order of receipt in our office, and walk-in customers should not expect immediate review.

### LICENSE TERM:

Licenses are issued for a two-year period and expire on June 30 of odd-numbered years, regardless of the date of issuance, except licenses issued within 90 days of the expiration date which are issued to the next biennial expiration date. One renewal notice will be sent via email or mail at least 30 days before license expiration to the last known email or mailing address of record. Failure to receive a renewal notice does not relieve a licensee from the responsibility of renewing a license on time.

### PROFESSIONAL FITNESS QUESTIONS:

A “yes” response in the application does not mean your application will be denied. If you have responded “yes” to any professional fitness questions, submit an explanation with the charging and closing court documentation showing final disposition of charge(s) (e.g. court records, fitness letters, etc.).

### DENIAL OF APPLICATION:

Be aware that the denial of an application for licensure may be reported to any person, professional licensing board, federal, state, or local governmental agency, or other entity making a relevant inquiry or as may be required by law.

### ADDRESS OR NAME CHANGE:

In accordance with 12 AAC 02.900, it is the applicant's responsibility to notify the division, in writing, of changes of address or name. Name and address change notification forms are available on the division's website. The address of record with the division will be used to send renewals and all other official notifications. The name appearing on the license must be your current legal name.

### CERTIFIED TRUE COPIES:

If any of the required documents will be issued under a former name, indicate on the application and submit marriage license and/or court documents that are notarized as a “certified true copy of the original document”. To obtain a certified true copy, you must present the notary with the original document along with the photocopy. You must write, “I certify this is a true copy of the original document” and sign your name. The notary will compare the original document with the copy and then notarize your signature.

### SOCIAL SECURITY NUMBERS:

AS 08.01.060 requires a U.S. Social Security Number be on file with the division before a professional license is issued. If you do not have a U.S. Social Security Number, complete the Request for Exemption from Social Security Number Requirement form located at [ProfessionalLicense.Alaska.Gov](http://ProfessionalLicense.Alaska.Gov).

### PUBLIC INFORMATION:

All information on the application will be available as public record, unless required to be kept confidential by state or federal law.

### ABANDONED APPLICATIONS:

Under 12 AAC 02.910, an application is considered abandoned when 12 months have elapsed since correspondence was last received from or on behalf of the applicant. An abandoned application is denied without prejudice. At the time of abandonment, the division will send notification to the last known address of the applicant, who has 30 days to submit a written request for a refund of biennial license and other fees paid. The application fee will not be refunded. If no request for refund is received within that timeframe, no refund will be issued, and all fees will be forfeited.

### BUSINESS LICENSES:

The status of a professional license will directly impact the status of an associated business license. Renewal applications for business licenses are mailed separately. For more information about business licenses, (907) 465-2550 or [BusinessLicense.Alaska.Gov](http://BusinessLicense.Alaska.Gov).

### STALE DOCUMENTS:

Application forms, authorizations and verifications older than 12 months from the date the document was received by the division will be considered stale; the document must be resubmitted as appropriate before the application will be considered by the division or a licensing board. Application documents include the application documents and verifications of licensure from other licensing jurisdictions. (12 AAC 02.915)

**PAYMENT OF CHILD SUPPORT:**

If the Alaska Child Support Enforcement Division has determined that you are in arrears on child support, you may be issued a nonrenewable temporary license valid for 150 days. Contact Child Support Services at (907) 269-6900 to resolve payment issues.

**STATUTES AND REGULATIONS:**

The complete set of statutes and regulations for this program are available by written request or online at the division's website: *ProfessionalLicense.Alaska.Gov*. To receive notification of all proposed regulation changes, send a request with your name, preferred contact method (mail or email), and the program you want to be updated on to the regulation specialist at the following email: *RegulationsAndPublicComment@Alaska.Gov*.



THE STATE  
of **ALASKA**

Department of Commerce, Community, and Economic Development  
Division of Corporations, Business and Professional Licensing

**PSY**

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PO Box 110806, Juneau, AK 99811  
Website: [ProfessionalLicense.Alaska.Gov/BoardofPsychologists](http://ProfessionalLicense.Alaska.Gov/BoardofPsychologists)

## Psychologist Courtesy License Application

### PART I Payment of Fees

Required Fees:	<input type="checkbox"/> Application and Courtesy License Fee (\$50 is Non-Refundable)	<b>\$250.00</b>
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### PART II Personal Information

Full Legal Name:			
Provide all other names used (maiden, nicknames, aliases). If any documentation will be received in a prior name, you must provide a certified true copy of the documentation showing proof of legal name change(s).			
<input type="checkbox"/> Not Applicable <input type="checkbox"/> Other Names Used: _____			
Mailing Address:	P.O. Box or Street	City	State Zip
Contact Phone:		Date of Birth:	
<b>EMAIL AGREEMENT:</b> By choosing to receive correspondence on any matter affecting my license or other business with the Alaska Division of Corporations, Business and Professional Licensing, I agree to maintain an accurate email address through the MY LICENSE web page. I understand that failure to check my email account or to keep the email address in good standing may result in an inability to receive crucial information, potentially resulting in my inability to obtain or maintain licensure.			
Applicant Email Address:		Select One:	<input type="checkbox"/> Send my Correspondence Electronically <input type="checkbox"/> Send my Correspondence by Mail
<i>Note: If both boxes are selected above, you will receive correspondence electronically.</i>			
<b>SOCIAL SECURITY NUMBER:</b> AS 08.01.060 requires you to provide your United States Social Security Number. It is considered confidential information and will not be publicly disclosed; it may be used to verify inter-state licensure.			

### PART III Professional License(s)

List all states, territories, provinces, or foreign countries in which you are certified or licensed to practice psychology.

State or Jurisdiction	License Number	Issue Date	Expiration Date

## PART IV Scope of Practice

State of Residence:			
Dates License Requested: (Twelve-month period)	Start Date:	End Date:	
Provide a description of the scope of practice for which the courtesy license is to be issued.			
<input type="checkbox"/> I certify I understand a courtesy license does not authorize a licensee to conduct a general psychology practice or to perform services outside the scope of practice of psychology that is specified on the courtesy license under AS 08.86.230.			
<input type="checkbox"/> I certify I understand a monthly courtesy report is due to the division each month during the period of the courtesy license indicating number of days practiced under the courtesy license during the month ( <i>form #08-4758</i> ).			

## PART V Examination History

List any state(s) in which you took the Examination for Professional Practice in Psychology (EPPP).

State	Date Administered	Result
		<input type="checkbox"/> Pass <input type="checkbox"/> Fail
		<input type="checkbox"/> Pass <input type="checkbox"/> Fail
		<input type="checkbox"/> Pass <input type="checkbox"/> Fail

## PART VI Professional Fitness Questions

The following questions must be answered. "Yes" answers may not automatically result in license denial.

For each "yes" response to any question, you must provide an **explanation and documentation**. Use the letter of explanation form (#08-4752) appended to this application; include full details, dates, locations, type of action, organizations or parties involved, and specific circumstances. A separate letter of explanation form must be provided for each "yes" answer documented below. Documentation includes copies of court orders, charging documents, board, or license actions, etc.

The contents of licensing files are generally considered public records, unless required to be kept confidential by state or federal law.

### When in doubt, disclose and explain.

- Have you previously been issued a courtesy license to practice psychology in the State of Alaska?  Yes  No
- Have you ever had a psychologist license suspended or revoked in any jurisdiction?  Yes  No
- Have you been denied a license to practice psychology in the State of Alaska within the past four years?  Yes  No

"Yes" Answers

If you answered "yes" to any question above, **STOP**. YOU ARE NOT ELIGIBLE FOR A COURTESY LICENSE IN THE STATE OF ALASKA.

**PART VI Professional Fitness Questions** *(continued)*

4. Has your professional license ever been denied, revoked, suspended, surrendered, stipulated, on probation, or been subject to any other restriction or disciplinary action in any jurisdiction?  Yes  No
5. Have you ever voluntarily surrendered or restricted your professional license in any jurisdiction?  Yes  No
6. Have you ever been disciplined by any state board for any violation of the Psychology Practice Act or unethical conduct?  Yes  No
7. Have you ever been convicted of any criminal offense(s), other than minor traffic violations, under the laws of any state or of the United States (convictions include suspended imposition of sentence)?  Yes  No
8. Have you ever had any malpractice settlements or judgements paid on your behalf?  Yes  No
9. Are you currently suffering from any condition, mental or physical, that impairs your judgment or that would otherwise adversely affect your ability to practice psychology in a competent, ethical and professional manner?  Yes  No
10. Do you use drugs or alcohol in any manner that impairs your ability to practice psychology competently and safely?  Yes  No

"Yes" Answers

**If you answered "yes" to questions 9 or 10**, in addition to your personal statement, you must submit a statement from your health care provider indicating your ability to safely practice. Applications submitted without the appropriate attachments will be considered incomplete and will not be processed.

**PART VII Alaska Law**

- I hereby certify I have reviewed, understand and will abide by the statutes and regulations applicable to my profession (AS 08.86 and 12 AAC 60).



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**Signature Page**

<b>Applicant Name:</b>		
<b>Alaska License Number (if known):</b>		<input type="checkbox"/> <i>Application in Process</i>

**PART VIII Agreement**

I hereby certify I am the person herein named and subscribing to this application. I further certify I have read the complete application, and I know the full content thereof. I declare all of the information contained herein, and evidence or other documents submitted herewith are true and correct.

I understand any falsification or misrepresentation of any item or response in this application, or any attachment hereto, or falsification or misrepresentation of documents to support this application, is sufficient grounds for denying, revoking, or otherwise disciplining a license, registration, certificate, or permit to practice in the state of Alaska.

I further understand it is a Class A misdemeanor under Alaska Statute 11.56.210 to falsify an application and commit the crime of unsworn falsification.

<b>Applicant Signature:</b>		<b>Date Signed:</b>	
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**Professional Licensing**  
PO Box 110806, Juneau, AK 99811  
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Email: [License@Alaska.Gov](mailto:License@Alaska.Gov)  
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## Letter of Explanation for a Professional Fitness “Yes” Answer

Use this form only to explain and document any professional fitness “yes” answers. A “yes” answer is not necessarily disqualifying but concealing one may be.

Each “yes” answer requires a separate explanation and associated documentation. Submit all relevant documentation with this form, even if you have previously provided it.

- **Explanations** include full details, dates, locations, type of action, organizations or parties involved, and specific circumstances. If the space provided is insufficient, make additional copies as needed.
- **Documentation** includes copies of court orders, charging documents, board or license actions, decisions against your professional certification, satisfaction of consent agreements (fines paid, community service completed, off probation, etc.), and fitness to practice letters (statement from your provider that you are safe to practice if you check “yes” to any of the questions regarding mental or physical health, or drug or alcohol abuse or addiction).
- **Disciplinary actions** may include, but not be limited to, suspension, surrender, revocation, probation, academic probation, reprimand, censure, restricted license, limited license, conditioned license, or letters of counseling, concern, advice, warning, caution, admonishment, or reprimand.

If you have multiple “yes” answers or multiple incidents for any professional fitness question, you must use a separate copy of this form and provide a full explanation and documentation for each incident.

The contents of licensing files are generally considered public records, unless required to be kept confidential by state or federal law.



Write the professional fitness question number you are answering “yes” to in the box.

<b>Location of Incident:</b>		<b>Date of Incident:</b>	
<b>Explanation of Incident:</b> When in doubt, disclose and explain. <i>Make copies as necessary.</i>			

**Did you attach all applicable documents associated with this incident?**

- Court Orders     
  Consent Agreements     
  Disciplinary Actions     
  Charging Documents  
 Court Records     
  Fitness to Practice     
  All Other Documentation Related to This Incident  
 I have additional incidents for this “yes” answer, or “yes” answers to other Professional Fitness questions and have attached a separate copy of this form for each incident.

<b>Full Name:</b>		<b>Program:</b>	
<b>Signature:</b>		<b>Date Signed:</b>	





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## Credit Card Payment Form

All major credit cards are accepted. For security purposes, do not email credit card information. Include this credit card payment form with your application.

Name of Applicant or Licensee:			
Profession Type (e.g., Acupuncture):		License Number (if applicable):	
I wish to make payment by credit card for the following (check all that apply):			AMOUNT
<input type="checkbox"/>	Application Fee:		
<input type="checkbox"/>	License or Renewal Fee:		
<input type="checkbox"/>	Other (fine, exam, etc.):		
1.			
2.			
			TOTAL:

Name (as shown on credit card):			
Mailing Address:			
Phone Number:		Email (Optional):	
Signature of Credit Card Holder:			

**CREDIT CARD INFO: Your payment cannot be processed unless all fields are completed.**

1. Credit Card Number:		<p><b>All 3 fields MUST be completed.</b></p> <p>This section will be destroyed after the payment is processed.</p>
2. Expiration Date:		
3. Security Code:		