

**AMERICAN BOARD OF PROFESSIONAL PSYCHOLOGY
AMERICAN BOARD OF CLINICAL NEUROPSYCHOLOGY**



**CERTIFICATION GUIDELINES AND
PROCEDURES**

CANDIDATE'S MANUAL
May 2009

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DEFINITION OF A CLINICAL NEUROPSYCHOLOGIST

Clinical Neuropsychologists have specialized knowledge and training in the applied science of brain-behavior relationships. Clinical Neuropsychologists use this knowledge in the assessment, diagnosis, treatment, and rehabilitation of patients across the lifespan who have neurological, medical, developmental, or psychiatric conditions.

The Clinical Neuropsychologist employs psychological, neurological, or physiological methods to evaluate patients' cognitive and emotional strengths and weaknesses and relates these findings to normal and abnormal central nervous system functioning.

Clinical Neuropsychologists use this information, in conjunction with information provided by other medical/healthcare providers, to identify and diagnose neurobehavioral disorders, conduct research, counsel patients and their families, or plan and implement intervention strategies.

A definition of clinical neuropsychology, a description of the work settings in which clinical neuropsychologists are employed, and other associated information can be found in the Practice Guidelines published by the American Academy of Clinical Neuropsychology (AACN). This document can be downloaded from a link on the AACN website (<http://www.theaacn.org>)

The services provided by Clinical Neuropsychologists typically include:

- Assessment (evaluation, diagnosis, formal psychological testing)
- Consultation with others professionals in diverse settings
- Intervention (treatment, prevention)
- Conduct of clinically-relevant research
- Supervision, teaching, and management activities (e.g., program development, administration)

It is expected that Clinical Neuropsychologists will demonstrate sensitivity to and skills in dealing with multicultural/diverse populations. In this manual, we will use the terms 'multicultural' and 'individual and cultural diversity' interchangeably. Individual and cultural diversity recognizes the broad scope of such factors as race, ethnicity, language, sexual orientation, gender, age, disability, class status, education, religion/spiritual orientation, and other cultural dimensions.¹

Preparation for the practice of clinical neuropsychology at the specialty level of competency characteristically entails some combination of pre-doctoral internship, and post-doctoral education and training experience. Specialized

¹ American Psychological Association (2002). *Guidelines on multicultural education, training, research, practice, and organizational change for psychologists*. American Psychologist, 58 (5) 377-402. <http://www.apa.org/pi/multiculturalguidelines.pdf>

competency presumes the establishment of both a basic and applied generic core knowledge base in psychology and in the clinical neurosciences.

The candidate is expected to demonstrate more than a narrow or circumscribed adjunctive skill in order to meet competency criteria, though he or she may declare an adult or child emphasis for examination purposes. In addition to the basic and applied generic core courses that all applied psychologist must have, competency in clinical neuropsychology requires a foundation in the clinical neurosciences, including neurology, neuroanatomy, and neurophysiology. Two years of supervised training in clinical neuropsychology and at least two to three years of overall experience in the specialty area, depending on the year a candidate received their doctoral degree, are required to become eligible for the examination in clinical neuropsychology. The specific experience requirements will be detailed later in this manual.

COMPETENCIES OF THE SPECIALTY OF CLINICAL NEUROPSYCHOLOGY

a. Functional Competencies

The ABCN Examination is a test of the candidate's command of clinical and scientific knowledge and data and the ability to integrate this information in the context of specific cases.

A successful Candidate demonstrates knowledge, skills, and experience necessary to provide specialty level services in the practice of Clinical Neuropsychology through a written examination, a practice sample review, and an oral examination that includes three components (i.e., Practice Sample, Fact-finding, and Ethics and Professional Responsibility). Attention is paid to interpersonal interactions, individual and cultural diversity, ethics and legal foundations, and professional identification as related to consultation.

Related to all competencies, attention is paid to interpersonal interactions, individual and cultural diversity, ethics and legal foundations, and professional identification as related to intervention.

Science Base and Application

A successful Candidate is aware of and conversant with scientific and scholarly developments in Clinical Neuropsychology and applies them in professional practice. Examiners explore the candidate's awareness of and ability to discuss critically the implications and applications of contemporary knowledge in the practice of Clinical Neuropsychology.

The Written Examination tests the candidate's clinical and scientific knowledge of clinical neuropsychology and related areas. The Written Examination consists of

100 multiple choice questions; the content areas covered in the Written Examination are based on the knowledge base domains as described in the Houston Conference guidelines (see link in <http://www.theabcn.org>): Generic Psychology Core, Generic Clinical Core, Foundations for the Study of Brain-Behavior Relationships, and Foundations for the Practice of Clinical Neuropsychology. As such, questions related to (but not limited to) Neuropsychological Assessment, Basic and Clinical Neurosciences, Clinical (Behavioral) Neurology, and General Clinical Psychology (which may include psychopathology, experimental design, and statistics) can be expected to be on the written examination.

The Practice Sample Review and Oral Examination are intended to serve as tests of the candidate's ability to integrate neuropsychological findings with neurologic and other medical data, psychosocial and other behavioral data, and knowledge in the neurosciences. Both of these evaluation procedures evaluate the accuracy of the candidate's clinical reasoning and assumptions. They also provide an opportunity to test the limits of each candidate's knowledge as well as their recognition and understanding of the limits of current knowledge (i.e., what is known and unknown) in the neurosciences.

The Practice Sample Review and Oral Examination also test knowledge of the integration of theory, research, and practice concerning issues of individual and cultural diversity (e.g., ethnicity, race, gender, age, sexual orientation, disability status, and special populations¹), ethics and legal foundations, and professional identification.

Assessment

Clinical neuropsychological assessment serves as a foundation of clinical neuropsychology practice, and thus knowledge of assessment is tested throughout the ABCN examination process. The successful candidate conducts neuropsychological evaluations using a variety of psychological instruments and procedures. Candidates should be well versed in the application of appropriate evaluative methods for different patient populations and problems in a variety of contexts. Assessment cases may come from any developmental level across the lifespan.

Examiners explore the candidate's level of sophistication in discussing choice of assessment methods or approaches to address diagnostic issues and/or case formulation consistent with the neurological condition or psychological question presented. Attention is paid to interpersonal interactions, individual and cultural diversity, ethics and legal foundations, and professional identification as related to assessment. In the Written Examination, the candidate could be confronted with questions about test construction, standardization, validation, cognitive domains, or related psychometric issues.

Neuropsychological assessment knowledge and skill is also tested during the Practice Sample and Fact Finding components of the Oral Examination. The Practice Sample part of the Oral Examination presents an opportunity to evaluate the candidate's assessment skills in an area of neuropsychology selected by the candidate. The examiner may question the candidate about specifics of the neuropsychological assessment cases presented, or challenge candidates to explain and defend their work based on current professional standards, scientific knowledge, or research findings. The examiner may inquire about any issue that is relevant to the case, including the scientific basis for conclusions.

In the Fact Finding portion of the Oral Examination, the candidate's approach to neuropsychological assessment is evaluated by presenting the candidate with a neuropsychological problem *de novo*. Candidates have no advanced knowledge of the case that is used for Fact Finding, except knowing that they can choose either a child or adult case. The Fact Finding component presents each candidate with a similar clinical problem, and the examiner watches how the candidate collects, organizes, evaluates, weighs, and integrates information, conceptualizes the case, constructs differential diagnoses, and prepares recommendations for managing the problem. Fact Finding cases are real, and this portion of the examination simulates a neuropsychological evaluation in a condensed time-frame.

Consultation

A successful Candidate demonstrates the ability to communicate and apply his/her knowledge in consultation with others such as health care professionals from other disciplines, educational personnel, social service agencies, nursing homes, rehabilitation centers, industry, legal systems, public policy makers, and individuals in other institutions and settings. Clinical Neuropsychologists, additionally, consult regarding clinical research.

Intervention

A successful candidate demonstrates knowledge of potential treatments and interventions to address the cognitive and behavioral problems of appropriate clinical populations. Knowledge of intervention methods appropriate to neuropsychological involvement such as cognitive, attentional, learning and memory, problem solving, sensory motor, and psychological disorders is essential. In some forms of professional practice, assessment and intervention are integral parts of the same process. In other clinical circumstances specific recommendations for managing the problem are made through referrals to other appropriate professionals. Examiners explore the candidate's level of sophistication in discussing choice of therapeutic or environmental interventions to address patients' cognitive, behavioral, or social impediments.

b. Foundational Competencies

Interpersonal Interactions

A successful candidate demonstrates sensitivity to the welfare, rights, and dignity of others and an ability to relate to clients, patients, and others in ways that enhance the effectiveness of services provided. Successful candidates must be aware of their own impact on others.

Individual and Cultural Diversity

A successful candidate demonstrates awareness of all aspects of individual and cultural diversity (e.g., ethnicity, race, gender, age, sexual orientation, disability status, and special populations) as these influence their understanding of the science base and its application, assessment, intervention, consultation, supervision/teaching/management, and interpersonal interactions. The candidate conveys awareness of his/her own individual and cultural diversity characteristics as these influence their functioning across competency domains and their interpersonal interactions.

Ethical and Legal Foundations

A successful candidate is aware of: (1) current ethical principles and practice standards of the APA; (2) current statutory and regulatory provisions applicable to professional practice; and (3) implications of these principles to protect clients/patients, the profession, and society.

Professional Identification

A successful candidate identifies with the profession by appropriate memberships and involvement in international, national, state, or local professional organizations and by awareness of current issues facing the profession. The candidate pursues continuing professional education commensurate with licensure requirements and professional development in the Specialty of Clinical Neuropsychology. They seek consultation and supervision when necessary and engage in ongoing training and continuing professional education.

ELIGIBILITY REQUIREMENTS FOR CANDIDACY

To attain board certification in a specialty, an applicant must meet the general and the specialty eligibility requirements, which include:

a. Generic Requirements:

- A doctoral degree from a program in professional psychology which at the time the degree was granted was accredited by the APA, CPA,

or was listed in the publication Doctoral Psychology Programs Meeting Designation Criteria. Applicants credentialed in the most recent directory of the National Register of Health Service Providers in Psychology, the Canadian Register of Health Service Providers in Psychology, or the Certificate of Professional Qualification in Psychology (CPQ) (ASPPB) qualifying as meeting the doctoral degree requirements.

- Licensure or Certification at the independent practice level as a psychologist in the State, Province, or Territory in which the psychologist practices.

• **Note:** Limited exceptions exist for prior to 1983 doctoral preparation, degrees granted outside the U.S or Canada, formal retraining, substantial equivalents to accreditation requirements, and licensure in jurisdiction of practice for some Federal employees. Exception criteria and procedures are available from Central Office.

Specialty preparation for practice characteristic of the specialty, including appropriate doctoral education as a foundation for the specialty and such post-doctoral preparation as necessary to meet the standards of the specialty.

b. Specialty Specific Requirements

For candidates that received their degree between 1/1/90 and 12/31/04

1. Areas of training and experience:
 - a. Basic Neurosciences Neuropathology
 - b. Clinical Neurology Psychological Assessment
 - c. Clinical Neuropsychological Assessment Psychological Intervention
 - d. Neuroanatomy
 - e. Psychopathology
2. Two years of experience in Clinical Neuropsychology which can be satisfied by:
 - a. Two years of experience with an emphasis in Clinical Neuropsychology, or
 - b. One year of pre- or post-doctoral experience and successful completion of an accredited postdoctoral program in Clinical Neuropsychology.
3. Two years of supervision in the practice of Clinical Neuropsychology which can be satisfied by:
 - a. Two years of postdoctoral supervision, or
 - b. One year of predoctoral and one year of postdoctoral supervision, or
 - c. Completion of an accredited postdoctoral program in Clinical Neuropsychology

For candidates that received their degree prior to 1990:

*For those who completed their doctoral training prior to 1981, there is no “supervision” requirement. For those who completed their doctoral training from 1981 to 1989, 600 hours of clinical neuropsychological experience supervised by a clinical neuropsychologist at the predoctoral or postdoctoral level are required; graduates after 1989 are required to have two years of clinical neuropsychological training supervised by a clinical neuropsychologist. These criteria follow recommended guideline of Division 40 (Newsletter 40, 1984, Vol. 2, No2 and TCN, 1989, Vol. 3, No. 1, p 22).

For candidates receiving their degree after 1/1/05

The Training Model of the Houston Conference (Hannay et al. 1998) apply. Sections V-X from this document stipulate:

Professional and scientific activity

The clinical neuropsychologist's professional activities are included within the seven core domains delineated in the Petition for the Recognition of a Specialty in Professional Psychology submitted by Division 40 of the APA to the Commission for the Recognition of Specialties and Proficiencies in Professional Psychology (CRSPPP). These core domains are: assessment, intervention, consultation, supervision, research and inquiry, consumer protection, and professional development. The scientific activities of the specialist in clinical neuropsychology can vary widely. The specialist whose professional activities involve diverse cultural, ethnic, and linguistic populations has the knowledge and skills to perform those activities competently and ethically. The essential knowledge and skill competencies for these activities are outlined below.

Knowledge base

Clinical neuropsychologists possess the following knowledge. This core knowledge may be acquired through multiple pathways, not limited to courses, and may come through other documentable didactic methods.

1. Generic Psychology Core
 - A. Statistics and methodology
 - B. Learning, cognition and perception
 - C. Social psychology and personality
 - D. Biological basis of behavior
 - E. Life span development
 - F. History
 - G. Cultural and individual differences and diversity
2. Generic Clinical Core
 - A. Psychopathology
 - B. Psychometric theory

- C. Interview and assessment techniques
 - D. Intervention techniques
 - E. Professional ethics
3. Foundations for the study of brain-behavior relationships
 - A. Functional neuroanatomy
 - B. Neurological and related disorders including their etiology, pathology, course and treatment
 - C. Non-neurologic conditions affecting CNS functioning
 - D. Neuroimaging and other neurodiagnostic techniques
 - E. Neurochemistry of behavior (e.g., psychopharmacology)
 - F. Neuropsychology of behavior
 4. Foundations for the practice of clinical neuropsychology
 - A. Specialized neuropsychological assessment techniques
 - B. Specialized neuropsychological intervention techniques
 - C. Research design and analysis in neuropsychology
 - D. Professional issues and ethics in neuropsychology
 - E. Practical implications of neuropsychological conditions

Skills

Clinical neuropsychologists possess the following generic clinical skills and skills in clinical neuropsychology. These core skills may be acquired through multiple pathways, not limited to courses, and may come through other documentable didactic methods. Domains of skills and examples are:

1. Assessment
 - * Information gathering
 - * History taking
 - * Selection of tests and measures
 - * Administration of tests and measures
 - * Interpretation and diagnosis
 - * Treatment planning
 - * Report writing
 - * Provision of feedback
 - * Recognition of multicultural issues
2. Treatment and Interventions
 - * Identification of intervention targets
 - * Specification of intervention needs
 - * Formulation of an intervention plan
 - * Implementation of the plan
 - * Monitoring and adjustment to the plan as needed
 - * Assessment of the outcome
 - * Recognition of multicultural issues

3. Consultation (patients, families, medical colleagues, agencies, etc.)
 - * Effective basic communication (e.g. listening, explaining, negotiating)
 - * Determination and clarification of referral issues
 - * Education of referral sources regarding neuropsychological services (strengths and limitations)
 - * Communication of evaluation results and recommendations
 - * Education of patients and families regarding services and disorder(s)

4. Research
 - * Selection of appropriate research topics
 - * Review of relevant literature
 - * Design of research
 - * Execution of research
 - * Monitoring of progress
 - * Evaluation of outcome
 - * Communication of results

5. Teaching and Supervision
 - * Methods of effective teaching
 - * Plan and design of courses and curriculums
 - * Use of effective educational technologies
 - * Use of effective supervision methodologies (assessment, intervention, and research)
 - * It is recognized that the relative weightings of these dimensions may vary from one program to another.

Doctoral Education in Clinical Neuropsychology

Specialization in clinical neuropsychology begins at the doctoral level which provides the generic psychology and clinical core. In addition, it includes foundations for the study of brain-behavior relations and the practice of clinical neuropsychology. Doctoral education in clinical neuropsychology occurs at a regionally accredited institution. All basic aspects of the generic psychology and generic clinical cores should be completed at the doctoral level. The foundation of brain-behavior relationships should be developed to a considerable degree at this level of training. Yet, variability may occur between doctoral programs in the degree to which foundations of brain-behavior relationships and clinical neuropsychology practice are emphasized. Entry and exit criteria for this level are those specified by the doctoral program.

Internship training in clinical neuropsychology

The purpose of the internship is to complete training in the general practice of professional psychology and extend specialty preparation in science and professional practice in clinical neuropsychology. The percentage of time in

clinical neuropsychology should be determined by the training needs of the individual intern.

Internships must be completed in an APA or CPA approved professional psychology training program. Internship entry requirements are the completion of all graduate education and training requirements including the completion of the doctoral dissertation.

Residency education and training in clinical neuropsychology

Residency education and training is designed to provide clinical, didactic and academic training to produce an advanced level of competence in the specialty of clinical neuropsychology and to complete the education and training necessary for independent practice in the specialty. The postdoctoral residency program is a required component in specialty education in clinical neuropsychology. The expected period of residency extends for the equivalent of two years of full-time education and training. The residency experience must occur on at least a half-time basis. These programs will pursue accreditation supporting the following assurances.

1. The faculty is comprised of a board-certified clinical neuropsychologist and other professional psychologists;
2. Training is provided at a fixed site or on formally affiliated and geographically proximate training sites, with primarily on-site supervision;
3. There is access to clinical services and training programs in medical specialties and allied professions;
4. There are interactions with other residents in medical specialties and allied professions, if not other residents in clinical neuropsychology;
5. Each resident spends significant percentages of time in clinical service, and clinical research, and educational activities, appropriate to the individual resident's training needs.

Entry into a clinical neuropsychology residency program should be based upon completion of an APA or CPA accredited doctoral education and training program. Clinical neuropsychology residents will have successfully completed an APA or CPA accredited internship program which includes some training in clinical neuropsychology.

Exit criteria for the residency are as follows:

1. Advanced skill in the neuropsychological evaluation, treatment and consultation to patients and professionals sufficient to practice on an independent basis;
2. Advanced understanding of brain-behavior relationships;
3. Scholarly activity, e.g., submission of a study or literature review for publication, presentation, submission of a grant proposal or outcome assessment.

4. A formal evaluation of competency in the exit criteria 1 through 3 shall occur in the residency program.
5. Eligibility for state or provincial licensure or certification for the independent practice of psychology.
6. Eligibility for board certification in clinical neuropsychology by the American Board of Professional Psychology.

APPLICATION PROCESS

Exam Overview

The American Board of Professional Psychology's (ABPP) certification in Clinical Neuropsychology is a process that includes application and credential review which assures that the candidate has received appropriate education, training and supervised clinical experiences and evaluating a candidate's neuropsychological knowledge. For a complete overview of the application process, refer to **Steps in the ABCN Board Certification** process (Appendix I, page 29). Applicants must first have their experience and training verified by application to the ABPP Central Office (refer to **Initial Application Criteria and Procedures** in Appendix II, page 30 for the initial ABPP application checklist). Once the candidate's application is approved, the candidate will complete the ABCN Written Examination in Clinical Neuropsychology. Once the candidate passes the Written Examination, the candidate will submit Work Samples (2) for review. Once the work samples are approved, the candidate will proceed to the final step which is the ABCN Oral Examination in Clinical Neuropsychology. A detailed overview of the various steps in the board certification process are presented in Appendix I on page 29.

a. Application

The Applicant submits the **Application for Specialty Certification in Clinical Neuropsychology** (see Appendix III, page 31 and Appendix IV, page 33), fee, and credentials materials to the ABPP Central Office. ABPP verifies the degree, the license, professional standing (disciplinary status), the internship and the generic post-doctoral requirements. If the applicant is from an APA or CPA accredited program in psychology, the applicant qualifies as a candidate, the applicant receives a letter from the ABPP Central Office to this effect, as does the National Exam Coordinator for ABCN (National Exam Coordinator). If the applicant is not from an APA/CPA accredited program, the materials are forwarded by the ABPP Central Office to the ABCN Credentials Review committee for evaluation of specialty requirements. If no decision can be reached, the applicant may be asked for additional information. Final determination is faxed to ABPP Central Office and the applicant is advised.

Early Entry Option. For graduate students, trainees, and psychology postdoctoral residents not yet licensed, ABPP has established an early entry program. Students may initiate an ABPP generic application for a reduced fee of

\$25 prior to graduation. As they complete each requirement for candidacy, early entry applicants simply forward documentation of completion to ABPP Central Office. ABPP will maintain Early Entry Option applications for 7 years from date of initiation unless a written request to extend this time is received and approved by ABPP.

Initial Application Criteria and Procedures

The enclosed statements set forth ABPP's general requirements for applicants to any of its Diplomate Examinations and ABCN's specific Clinical Neuropsychology Eligibility Criteria. Please review these carefully as you complete your application. The successful applicant must meet both sets of criteria.

Initial Application Checklist

Several items are required for an application to be complete. Incomplete applications will result in administrative delays. The following checklist will help you ensure that your application is complete and can be processed efficiently.

- _____ Read the enclosed Eligibility Criteria sheet prepared by the ABCN, and the ABPP general requirements for application.
- _____ Arrange for official graduate transcripts (Masters and Doctoral training) to be sent directly from the university to: ABPP, 600 Market St, Suite 300, Chapel Hill, NC 27516.
- _____ Enclose with your application a copy of your current state or provincial license/certificate.
- _____ Enclose with your application a copy of your Curriculum Vita
- _____ Enclose with your application at least two letters of recommendation. One letter should be from a practicing clinical neuropsychologist who can attest to the nature, extent, and quality of your experience and competency in clinical neuropsychology.
- _____ Enclose with your application your initial application fee check for the amount of \$125, payable to the "American Board of Professional Psychology."

All correspondence (the application form, letters of reference, CV) should be sent to the following address:

ABCN
Department of Psychiatry (F5332, MCHC-6)
University of Michigan Health System
1500 East Medical Center Drive
Ann Arbor, MI 48109-0295

Application Steps

1. The applicant applies to ABPP for board certification in Clinical Neuropsychology. Applicants submit the **Application for Specialty Certification in Clinical Neuropsychology** (see Appendix IV, page 33) with a \$125 application fee and credentials materials to the ABPP Central Office. ABPP checks the applicant's transcripts, review credentials, and generally check the applicant's background as presented in the application.
2.
 - A. If not approved, the applicant is so notified with a description of areas of weakness or non-acceptability of credentials along with recommendations for strengthening the application, if any.
 - B. If the applicant wishes to reapply, he/she must demonstrate that their application has been improved and the application fee of \$125 must be paid again.
 - C. If approved, the application is forwarded to ABCN credentials committee which checks for compliance with ABCN-specific standards relating to education, training, and experience.
3.
 - A. If the ABCN committee does not approve the application, it is returned to ABPP with the recommendation not to approve along with a description of weakness or non-acceptability of credentials as well as recommendations for strengthening application, if any.
 - B. If the applicant wishes to reapply, he/she must demonstrate that their application has been improved, the application fee of \$125 must be paid again, and credentials review proceeds from the beginning.
 - C. If the ABCN committee approves application, it is returned to ABPP with a recommendation to approve.
 - D. ABPP notifies the applicant of the results of the credential review procedure. Applicants whose credentials are approved become "candidates" for ABPP certification in Clinical Neuropsychology.

The ABPP certification process must be completed within seven years from the date on which the candidate is notified that his/her credentials have been approved. The date on the applicant's credential review decision letter defines the start for this seven-year period.

b. Disability Accommodations

The Board encourages qualified individuals with disabilities to apply for Specialty Board status. The board recognizes that these individuals may encounter unusual difficulties and will make efforts to provide reasonable accommodations for these applicants. The board will consider individual requests for accommodations by qualified applicants with disabilities.

A qualified individual with disabilities can request reasonable accommodation, must formalize the request with the board, and support the request with documentation confirming a need for reasonable accommodation and the basis of the need. At the request of the board, applicants with special needs should be ready to document the need consistent with the applicable guidelines, and assist the board in developing reasonable accommodations, as necessary. In its sole discretion, the board will either grant or deny the request based on applicable guidelines. General information regarding ABCN guidelines for accommodations are contained within the ABCN pamphlet entitled **Qualifications for Testing Accommodations for Applicants with Disabilities** (see Appendix V, page 36) and in the application forms, **ABCN Application for Testing Accommodations** (see Appendix VI, page 38). Both the guidelines and the application itself may be found in these Appendices to this manual or downloaded from the ABPP website (www.abpp.org).

WRITTEN EXAMINATION

Upon being admitted into candidacy, the applicant is eligible to register for the Written Examination. ABPP instructs the candidate that the next step is to take the Written Examination which will be given at four national neuropsychology meetings: INS in February, AACN in June, and NAN in October/November, and APA in August. Candidates should submit the **Application for Written Examination** along with the Written Examination Fee of \$300 to the ABPP Central Office (see Appendix VII, page 44). ABPP forwards a copy of the candidate's file to ABCN for further processing.

Content of the Written Exam

The Written Examination consists of 100 multiple choice questions based on the knowledge base domains as described in the Houston Conference guidelines: Generic Psychology Core, Generic Clinical Core, Foundations for the Study of Brain-Behavior Relationships, and Foundations for the Practice of Clinical Neuropsychology. As such, questions related to (but not limited to) Neuropsychological Assessment, Basic and Clinical Neurosciences, Clinical (Behavioral) Neurology, and General Clinical Psychology (which may include psychopathology, experimental design, and statistics) can be expected to be on the written examination. Candidates are allowed two hours to complete the examination. Candidates are asked to read and sign a **Written Examination Confidentiality Statement** (see Appendix VIII, page 45).

A candidate may take this Written Exam whenever it is offered after being notified of the credential review decision. The examination will be coordinated through the ABCN office.

The candidate will have seven years from the date of admittance into candidacy to complete the entire certification process.

The Written Exam may be taken up to three times in the seven-year time period. Candidates who fail the Written Exam three times, or who fail to pass the Written Exam in the seven-year time period, must re-apply for admittance to the examination process and will begin a new 7 year period in which they must complete all of the steps to earn certification.

Candidates who do not pass the Written Examination on their first or second attempts are informed that they may take the examination again, within the seven year period without prejudice, upon resubmission of the then current examination fee. If candidates do not pass the Written Examination on their third attempt, they are not eligible to take it another time within the 7 year period that commenced with their admittance to the examination process. In this instance a candidate would need to reinitiate the entire application process with appropriate fees if they wish to pursue candidacy for the diploma.

ABPP informs all candidates who pass the Written Exam of their results. ABPP also then directs each candidate to submit a Practice Sample to ABCN for review and a practice sample review fee to ABPP Central Office.

PRACTICE SAMPLES

The candidate prepares the Practice Samples and when completed sends the samples to the ABCN Administrator in Michigan for review by the ABCN Practice Sample Coordinator. The Practice Sample Review fee is \$250. This fee, along with the Practice Sample Review Forms, should be submitted to the ABPP Central Office prior to the submission of the practice samples or at the time the samples are submitted.

Practice Sample Format

A Practice Sample submission consists of two cases. For each case, the following materials must be submitted:

1. A copy of the original report (with appropriate confidential and identifying information obscured). This is the actual report which is to be modified only to the extent that information identifying the patient and other individuals must be deleted or marked out. Practice Samples must be blinded, i.e. with information deleted which can identify the candidate (e.g., name and institution).

2. A test score summary which must contain the results for all tests employed in the Practice Sample. Each test must be clearly labeled. If abbreviations are used, there must be one place in which a key is provided relating all abbreviations to the full test titles. The type of score must be identified. That is, it must be clear whether the reported scores are raw scores, percentile ranks, quotient scores, T-scores, or other type scores. It is acceptable (and sometimes preferred) to profile certain test results, especially if they are commonly presented in a profiled format (e.g., MMPI/MMPI- 2).
3. Copies of the raw data (e.g., test protocols, drawings, writing samples) **MUST** be provided as well. Please make sure identifying information is removed. Each case should be prepared separately. Four copies of each Practice Sample submission are required. One copy will be sent to each of three reviewers and the fourth retained in the candidate's central file. If the Practice Sample is accepted for examination, one copy will be retained for use during the oral examination.
4. An electronic file (e.g., CD) containing all of the Practice Sample information, with the exception of the raw data.

Subject Matter of the Practice Sample

In order to obtain a balanced and comprehensive examination of this aspect of the candidate's clinical skills, it is necessary that each of the two cases be sufficiently different from the other to demonstrate the candidate's breadth of competence. The two cases should differ in that they involve different clinical questions, bodies of relevant research literature, choice of evaluative procedures and techniques, treatment/therapeutic recommendations, dispositions issue/options, and/or related matters such as legal implications, etc.

A case may have an intervention/treatment emphasis, but the case must include the neuropsychological evaluation basis and the conceptual basis for the interventions employed, as well as the steps taken to assure an adequate test of the efficacy of the interventions.

Content of the Practice Sample

The two cases which are submitted should be different, i.e., they should consist of evaluation of two separate entities. A candidate should not, for example, submit two cases of evaluation of patients with Alzheimer's dementia.

Either in the original report or in the addendum, the candidate should identify the relevant characteristics of the patient, the background information provided by other professionals, salient aspects of patient/parent/other interview material obtained by the candidate or others, and summaries of medical, social service agency, school, and employment records available for review.

It is highly desirable to have follow-up knowledge of the Case in question. For each Case, the candidate should be explicit about any conclusions reached, including differential diagnosis, prognosis, and follow-up recommendations. For a summary of the salient features of the Practice Sample, candidates are urged to use the “**Candidate Checklist for the Submission of Practice Samples**” which may be found in Appendix IX (page 46) or downloaded from the ABPP website (www.abpp.org). The **Clinical Neuropsychology Practice Sample Registration and Fee Payment Form** is in Appendix X on page 48.

Quality of Practice Samples Submitted

The Practice Sample should demonstrate that the Candidate is practicing Clinical Neuropsychology at the specialist level of competence. Clinical Neuropsychology is not merely the administration, scoring and reporting of neuropsychological evaluation techniques in a clinical setting; rather, it is a specialty practiced by a psychologist who can demonstrate to ABCN the integrated application of the broad range of neuropsychological, neurological, and allied clinical and research literature and concepts required of the practitioner in this field.

The Practice Sample should reflect this ability and should also reflect a high level of professional skill and maturity. The Practice Sample should demonstrate that the Candidate possesses an explicit and coherent rationale for the work he/she is doing. The Practice Sample must be in compliance with APA ethical and professional standards.

Time Table for the Submission of Practice Samples

All ABCN candidates have seven years in which to complete the examination process. No intermediate deadlines will be set with respect to the submission of Practice Samples, although candidates are urged to submit samples in a timely fashion.

Professional Data Sheet

Only the Chair of your Oral Examination Committee will have had access to your ABPP application when the time comes. Thus, you are being asked to prepare a professional data sheet to be distributed to the other members of your Oral Examination Committee, which includes the following information: your name; doctoral degree and date awarded; institution where you obtained your doctoral degree; and a list, with inclusive dates of positions you have held since the award of your doctoral degree. This data sheet should also include an outline of the various activities performed in your present work situation, and should indicate the percentage of time spent in these activities, along with the types of patients or clients you are now serving.

ORAL EXAMINATION

Once the Practice Samples are accepted, the Candidate is eligible for the Oral Examination, which is the final phase of the process. Registration forms for the Oral Examination (see Appendix XI, page 49) will be mailed by the ABPP office after notification of acceptance of the Practice Samples. The fee for this part of the examination is \$450. Upon receipt of the registration forms in the ABPP office, a booklet entitled "**Candidate's Manual for Oral Examinations in Clinical Neuropsychology**" should be reviewed or downloaded from www.abpp.org – the Clinical Neuropsychology specialty section under Certification Process.

An Examining Committee, consisting of trained clinical neuropsychology examiners, is assembled when the ABCN Executive Director has a minimum of 12 candidates who are ready for Oral Examination. Currently, examinations are held twice a year (usually in May and October) in Chicago.

The examination takes approximately four hours and consists of three parts, each conducted by a different examiner. The areas examined consist of practice samples; sense of ethics and professional commitment; and competency in fact finding/ neuropsychological assessment. After spending the allotted time with the candidate, each examiner will record his/her ratings. At the end of the four-hour examination period, the examiners meet and discuss each candidate whom they have examined. Although each examiner has rated the candidate during his/her particular portion of the examination, the decision to pass or fail is an overall decision of the examiners, reached after a thorough discussion of the candidate's performance across all three parts of the Oral Examination. The candidate does not pass or fail the individual parts of the Oral Examination.

The candidate will not be allowed to take the oral examination more than three times in the seven year period of candidacy. More information about the oral examination can be located at the Clinical Neuropsychology link at the ABPP Web site at www.abpp.org or at the ABPP Web site.

The Oral Examination in Clinical Neuropsychology is the final step of the ABCN and American Board of Professional Psychology's (ABPP) certification in Clinical Neuropsychology. The Oral Exam will present candidates with situations in which they will demonstrate their professional experience, knowledge, and skill. The oral examination process is designed to afford the examiners an opportunity to evaluate both the breadth and the depth of candidates' professional knowledge and functioning. While correct answers are important, the examiners will work to discover how the candidates thinks about, evaluates and manages the neuropsychological problems that come to us via our patients. A well reasoned and scientifically defensible diagnostic conclusion or treatment plan will be more favorably received than one that is technically correct but based on weak knowledge, an incomplete evaluation, poorly planned treatment, or faulty reasoning.

ABCN's oral examiners are sensitive to the many reactions that candidates experience as they prepare for, anticipate, and finally take their oral exam. Your examiners hope to make the oral examination experience as collegial as possible. They also hope that you will find your examination to be both interesting and rewarding.

No part of any ABCN examination is intended to be either deceptive or evasive. ABCN and ABPP hope that the information in this manual will familiarize the candidate with the examination procedures. Most of the information that is contained here will be reviewed immediately before the oral exam begins. Nevertheless, questions inevitably arise and are always welcome. If candidates are ever uncertain about what is expected of them, questions may be directed to any of the ABCN officials that are present during the oral exam (i.e., any examiner, observer, etc.). All questions will be answered as fully as possible.

Before the examination begins candidates will be required to sign an **Oral Exam Statement of Confidentiality** agreement (see Appendix XII, page 50). By signing this agreement candidates affirm (1) that they will not discuss specifics of the oral examination or reveal its contents to others at any time either during or after your exam, and (2) that they will not reveal the identify of any other candidate who is scheduled for examination. However, this agreement does not preclude discussion of the oral examination procedures, as they are outlined in this manual.

The Oral Examination is composed of three exercises. These exercises are: Fact Finding, Practice Sample, and Ethics & Professional Function. Candidates are examined by a three-member examination team. A different member of the team conducts each exercise. Each examiner rates the candidates performance during the part of the exam that they conduct along five dimensions: (1) Evaluative Skills, (2) Intervention Skills, (3) Scientific and Professional Knowledge, (4) Ethics and Social Responsibility, and (5) Professional Commitment and Functioning. The emphasis that is placed on each of these five dimensions varies across the three exercises that compromise the oral examination.

Oral Examination Procedures

All candidates who are present at the oral examination congregate before the exam, between examination exercises, and at the conclusion of the exam in a room that is reserved for them. One or more ABCN official meets with the candidates prior to the examination exercises beginning. At this time the procedures that are outlined in this manual will be reviewed and the Confidentiality Agreement (see Appendix XII, page 50) will be signed. A final check will also be made to assure that no candidate is examined by an oral examiner with whom the candidate may have had a substantive relationship that could bias the outcome – either negatively or positively.

Each of the three examination exercises begin with the examiner greeting the candidate in the waiting area and escorting the candidate to an exam room. Each examiner works out of a separate exam room. The time that is allotted for each exercise is approximately 40 to 55 minutes.

Candidates may bring a pen and paper to each examination exercise, but any notes that are made during an exercise must be given to the examiner at the end of that exercise. No other material may be brought to either the Fact Finding or Ethics & Professional Functioning exercises. However, the candidates may bring a copy of their Practice Sample and any other relevant material to the Practice Sample exercise.

After completing the last exercise each candidate returns to the waiting area and anonymously rates each of their three examiners on behaviors that are important to performing a competent and fair examination on the **Oral Exam Candidate Exit Evaluation** (see Appendix XIII, page 51). These exit ratings are an extremely important aspect of ABCN's quality assurance efforts.

When all exercises have been completed, each examination team will meet and discuss each candidate's performance. At the end of their deliberations the examiners decide whether each candidate "passes" or "fails." These decisions are based on all information that was obtained during all parts of the oral exam. Candidates pass or fail the entire oral; they do not pass or fail the separate exercises. The final decision requires a majority vote of the three oral examiners. That is, if two examiners vote to pass, the candidate is awarded ABPP/ABCN certification in Clinical Neuropsychology. Likewise, if two examiners vote to fail the candidate, ABPP/ABCN certification is not awarded. The decision of the examination team to either pass or fail the oral examination is then transmitted to the ABPP Central Office.

The remainder of this section discusses each of the three oral examination exercises in more detail.

a. Practice Sample Component

The Practice Sample exercise contributes to the oral examination by affording an opportunity to evaluate the candidate's breadth and depth of knowledge and skill in an area of neuropsychological practice that has been selected by the candidate. The examiner assumes that the candidate is well prepared to discuss and defend all aspects of their Practice Sample. The examiner may question the candidate about specific aspects of the cases presented or challenge the candidate to explain and defend their work based on current professional standards, scientific knowledge, or research findings. The Practice Sample may also be used as a point of departure for quizzing the candidate about related neuropsychological issues.

A minimum of three ABPP/ABCN clinical neuropsychologists have read and evaluated the candidate's Practice Sample. At least two of these evaluators judged the Practice Sample "acceptable for use at the orals." Practice Samples are not "passed" or "failed." Each reviewer also provided comments about the work and suggested questions for use during the candidate's oral. The Practice Sample and all of the information from the reviewers was then sent to the examiner who is assigned to conduct the Practice Sample portion of the exam. This examiner uses all of this information, along with his or her own impressions and questions, to create a list of topics or questions that will be asked during the Practice Sample exercise. The examiner may quiz the candidate about the patient, the candidate's knowledge of the illness or injury, the nature of and rationale for the procedures employed, justification for the conclusions reached, rationale for the recommendations made, etc. It is imperative that candidates have complete knowledge of their patients and their patients' status. The Practice Sample may also be used as a point of departure for discussing related neuropsychological topics. As with other parts of the oral examination, the critical element here is the ability to demonstrate a reasonable, rational, and defensible approach to patient evaluation, treatment, and report-writing, and to communicate effectively with other professionals.

b. Fact Finding Component

The Fact Finding exercise requires the candidate to demonstrate the ability to evaluate a neuropsychological problem *de novo*. Candidates have no advance knowledge of the case that they are presented during Fact Finding, except to know that they will choose either a child or an adult case. The Fact Finding exercise allows every candidate to be presented with a similar clinical problem. The examiner is interested in seeing how the candidate collects information, evaluates and integrates the information that is provided, conceptualizes the case and constructs a list of differential diagnoses, and makes recommendations for managing the problem.

The cases that are used for the Fact Finding exercise have been selected from the practices of ABPP/ABCN clinical neuropsychologists. They are real cases. They have been chosen because they are considered to be the type of problem that an appropriately trained and experienced clinical neuropsychologist should be able to evaluate, diagnose, and manage.

Candidates may only bring pen and paper into this part of the exam. Any notes made during the Fact Finding exercise must be given to the examiner when the exercise is finished. Although candidates are prohibited from bringing other material into the exam, there is no limit placed on what a candidate might write during the exam. Some candidates find it helpful to use the first few minutes of the exam to sketch a brief outline that serves to keep them focused and to guide their questions.

The Fact Finding exercise begins with the examiner showing the candidate two **very brief** descriptions of patients presenting for neuropsychological evaluations; one patient is an adult and the other is a child or adolescent. The candidate then chooses one of the cases for the exam. Candidates should envision themselves performing an initial neuropsychological consultation. The candidate's task is to obtain additional information by questioning the examiner, who is your information resource, so that he or she can gain a full understanding of the problem, arrive at their own evaluation of the situation, and make recommendations for managing the problem.

The examiner has a considerable amount of information, all of which is available to the candidate. This information includes data that are normally available in the daily practice of clinical neuropsychology, such as relevant historical, demographic and medical data as well as neuropsychological and psychological test results. The Fact Finding exercise simulates the neuropsychological evaluation of a real patient. Candidates obtain whatever information they need to conduct an evaluation by asking the examiner specific questions. If a candidate fails to ask for a relevant or important data point, it will not be given to her. The examiner is prohibited from volunteering information that has not been requested by the candidate. If a candidate's questions are too general, she will be asked to make them specific. Examinees may question the examiner as extensively as they wish, except they may not ask for the examiner's opinion or conclusions.

During the Fact Finding exercise, it is the candidate's responsibility to manage time. The total time allotted is 45 minutes. As suggested above, some candidates use the first few minutes to organize themselves and prepare questions. Candidates usually then use 20-25 minutes to ask questions. To reduce the amount of time that candidates spend writing notes, some facts (e.g., Wechsler scores) may be given to the candidate in writing--but only after they have been requested. Either when the candidate is ready, or when the examiner decides it is necessary, the candidate will have about 10 minutes to discuss the case and present conclusions and recommendations. The discussion should identify the nature and severity of the patient's problem, its probable etiology or etiologies, and include recommendations for managing the condition. In presenting conclusions candidates should, of course, explain their reasoning. Candidates can expect to be challenged about their conclusions and questioned about domains of knowledge related to the case. The **Fact Finding Instructions for the Candidate** are summarized in Appendix XIV (see page 57).

c. Ethics & Professional Functioning Component

The Ethics & Professional Functioning exercise has two purposes. The first is to examine the candidate's knowledge of and sensitivity to ethical issues. The second is to learn about the candidate's day-to-day professional practice and to evaluate her commitment to the profession.

During the Ethics portion of the exercise, the candidate is given a vignette that is usually about 3/4 of a page in length. It is important to read the vignette carefully because issues of professional practice, behavior, and ethics are embedded in it. The candidate must identify the relevant issues and explain the ethical principles that are involved. Knowing the title of an ethical principle is not sufficient. The candidate must clearly explain the reasons behind the ethical principle. Candidates may also be asked to describe the actions that should be taken to resolve the situation or how they would behave under similar circumstances. The candidate's answers will be judged relative to the American Psychological Association's ***Ethical Principles of Psychologists and Code of Conduct***. As is the case with other portions of the examination, examiners and candidates will treat the ethics vignettes as confidential.

During the Professional Functioning portion of this exercise, the examiner will ask about the candidate's own professional practices, professional involvement, continuing education activities, teaching, and research. Candidates may be questioned on their views of important issues in psychology, their educational and training background, current methods of practice and their justification, professional and scientific involvement, etc. How candidates address issues of cultural diversity within their practice may also be an area of questioning. The examiner seeks to understand how the candidate functions as a clinical neuropsychologist on a day to day basis. This information provides a contextual reference in which the candidate's performance throughout the oral examination can be judged.

d. Outcome of the Oral Examination

After the oral examination is finished, the examination team and observers meet to deliberate. Each examiner presents an overview of the candidate's performance on their respective portions of the examination. After each examiner has presented their results, candidates are rated by each examiner using the **Examination Rating Form** (Appendix XV, page 58). A listing of some of the possible **Reasons for Failure and Suggestions for Change** is given in Appendix XVI on page 59. Candidates who pass their Oral Exam are awarded ABPP certification in Clinical Neuropsychology and become American Academy of Clinical Neuropsychology (AACN) members. The names of candidates who pass the Oral Examination are presented to ABPP along with the recommendation that these candidates be awarded ABPP certification in Clinical Neuropsychology. If approved, ABPP then so informs the candidate and arranges for the award of the diploma in Clinical Neuropsychology.

Candidates who fail their Oral Exam may re-take the exam after having a new Practice Sample reviewed and "accepted," via the above-described procedures, provided that the seven-year limit has not expired. A candidate may take the Oral Examination no more than three times in the seven-year time period of their candidacy.

STUDY/PREPARATION RESOURCES

Candidates may wish to consult or utilize study/preparation resources that might be available to assist them as they anticipate going through the various stages of the certification process. Three such resources are listed on the AACN website (www.theaacn.org) via the Study Materials link:

- **AACN Study Guide** – this comprehensive study guide, authored by ABCN certified neuropsychologists, describes the various stages of the application and examination process. Included are tips/recommendations on how to prepare for and approach the written and oral examinations, sample written examination questions, and sample fact-finding cases. The guide can be downloaded from a link on the AACN website (www.theaacn.org/study/).
- **Mentorship Program** – candidates who have passed the initial credentials review by ABPP/ABCN are offered the option to request a mentor to help them proceed with the ensuing stages of the certification examination process. Mentors are ABCN certified neuropsychologists who have volunteered their availability to assist/give feedback to candidates who are matched with them in preparing for the written examination, selecting case samples, and preparing for the oral examination (which may involve conducting a mock oral examination). Those interested in being assigned a mentor can access the AACN website for more information (www.theaacn.org/study/).
- **Be Ready for ABPP in Neuropsychology (BRAIN)** – the BRAIN group initially began as an informal study and support group among friends preparing for the ABPP/ABCN certification process. Over time, it evolved into an email study group consisting of hundreds of members. The Brain group resources now include an email list-serve and study materials available through their website. The BRAIN group is not officially sanctioned by or affiliated with ABCN, ABPP, or any other accreditation agency, although they formalized a working relationship with AACN in 2007. A link for the BRAIN groups' website may be found through: www.theaacn.org/study/.

GUIDELINES FOR APPEALS

Candidates may formally appeal any of the following three decisions: 1) denial of meeting specialty specific qualifications, 2) non-approval of practice samples, or 3) failure of oral examination. Candidates may challenge an appealable decision within 30 days of receipt of written notice of that decision.

Examples of appropriate and inappropriate reasons for appeal are provided in **ABPP'S Guidelines for Appeal** in Appendix XVII on page 61.

Refer to the **Candidate Appeal Guide** in Appendix XVIII on page 63 of this manual for more complete directions. The **Examiner General Appeal Review Form** and **Committee Summary of Appeal** are provided in Appendices XIX and XX on pages 65 and 66 respectively.

CONTACT INFORMATION

If there are any questions concerning the application, feel free to contact the following individuals. Regarding questions related specifically to ABCN requirements or issues please contact:

Michael Westerveld, Ph.D., ABPP
President, ABCN
Medical Psychology Associates
5165 Adanson Street, Suite 200
Orlando, FL 32804
western@msn.com

or

ABCN Administrator
Annunciata Porterfield
Department of Psychiatry (F6246, MCHC)
East Medical Center Drive SPC 5295
Ann Arbor, MI 48109-5295
nunce@med.umich.edu

Regarding questions related more generally to ABPP requirements or issues:

ABPP Central Office:
Nancy McDonald
Assistant Executive Officer & Administrative Manager, ABPP
600 Market Street, Suite 300
Chapel Hill, NC 27516
Toll-free (800) 255-7792
Fax: (919) 537-8034
nmcdonald@abpp.org

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I. STEPS IN THE ABCN BOARD CERTIFICATION PROCESS

1.	Applicant consults the Web site (www.abpp.org) or contacts the ABPP Central Office (CO) (800-255-7792, Fax 919-537-8034) to request Examination Manual and Application Form.
2.	<i>Eligibility: Candidacy</i> Applicant completes Application Form and submits to ABPP the necessary supporting documentation and application fee of \$125.00.
3.	The generic requirements for the doctoral degree, the internship, licensure, and professional standing (disciplinary status) are verified by CO. <ul style="list-style-type: none"> • If the applicant is from an APA or CPA approved program (including a recognized internship) in clinical psychology or neuropsychology and the required supervised years of postdoctoral experience have been met the application is forwarded directly to the Practice Sample Coordinator. The now, candidate is notified of candidacy status by the EO/CO. • If the applicant qualifies through recognition by the National or Canadian Registers, the CPQ, or individualized EO review, the application is forwarded to the ABCN Credential Reviewer for specialty review and the decision is faxed to CO.
4.	If application is not approved or is deemed incomplete, CO informs Applicant of the reasons. If additional information may bring about approval, it is requested and must be re-submitted.
5.	<i>Written Examination</i> If the application is approved, the Applicant becomes a Candidate and next step is to take the Written Examination at one of the national neuropsychology meetings: INS, AACN, NAN, or APA. Candidates submit the Written Examination Registration forms along with fee of \$300.00 to ABPP Central Office. ABPP forwards a copy of candidate's file to ABCN for further processing.
6.	<i>Practice Sample Review</i> ABPP informs all candidates who pass the Written Exam of their results and directs each successful candidate to submit two Practice Sample cases & Professional Data Sheet to ABCN for review. The Practice Sample Fee of \$250.00 is to be forwarded to the ABPP Central Office. Each Practice Sample is reviewed by 3 ABPP-certified clinical neuropsychologists and rated as either "acceptable" or "unacceptable."
7.	<i>Oral Examination</i> Once the Practice Samples are accepted, the candidate is eligible for the Oral Examination, which is the final phase of the process. Registration forms for the Oral Exam will be mailed by the ABPP office after notification of acceptance of the Practice Samples. The candidate sends the Oral Examination Registration Forms and a Fee of \$450.00 to the ABPP CO. Candidates should download a booklet entitled " Candidates' Manual for Oral Examinations in Clinical Neuropsychology " from www.abpp.org . Candidates coordinate scheduling their Oral Exams with the ABCN office.
8.	If Practice Samples are found unacceptable, the candidate is so notified along with a description of its weaknesses, and the current examination process is halted. The candidate may submit a new Practice Sample to ABCN without prejudice along with another Practice Sample Fee of \$250.00 to the ABPP Central Office.
9.	If the Oral Examination is passed, the candidate becomes <i>Board-Certified</i> , may begin to use the title immediately, and receives the diploma within 45 days from the ABPP CO appropriately signed by the ABCN and ABPP. Oral Examination results are faxed to CO immediately following the examination.
10.	Decisions made by the ABCN regarding <u>candidacy</u> , the <u>practice sample</u> , and the <u>oral examination</u> should be <u>faxed</u> on appropriate forms to the ABPP Central Office: Fax # 919-537-8034. The EO/CO forwards decision letters reflecting ABCN actions to candidates within a day-or-two following receipt of the Fax notifications. Copies of these letters are forwarded to the ABCN President, National Exam Coordinator, and Academy President.
11.	If there is an Oral Examination fail, Team feedback should be reviewed by President or National Examination Coordinator before faxed to CO. Candidates may re-take the Oral Exam after having a new Practice Sample reviewed and "accepted," provided the seven-year limit has not expired. A candidate may take the Oral Exam no more than three times in the seven-year period of their candidacy.

II. INITIAL APPLICATION CRITERIA AND PROCEDURES

The enclosed statements set forth ABPP's general requirements for applicants to any of its Diplomate Examinations and ABCN's specific Clinical Neuropsychology Eligibility Criteria. Please review these carefully as you complete your application. The successful applicant must meet both sets of criteria.

Initial Application Checklist

Several items are required for an application to be complete. Incomplete applications will result in administrative delays. The following checklist will help you ensure that your application is complete and can be processed efficiently.

- _____ Read the enclosed Eligibility Criteria sheet prepared by the ABCN, and the ABPP general requirements for application.
- _____ Arrange for official graduate transcripts (Masters and Doctoral training) to be sent directly from the university to: ABPP, 600 Market St, Suite 300, Chapel Hill, NC 27516.
- _____ Enclose with your application a copy of your current state or provincial license/certificate.
- _____ Enclose with your application a copy of your Curriculum Vita (per Item 12 of the ABCN Application).
- _____ Enclose with your application at least two letters of recommendation (per Item 11 of the ABCN Application). One letter should be from a practicing clinical neuropsychologist who can attest to the nature, extent, and quality of your experience and competency in clinical neuropsychology.
- _____ Enclose with your application your initial application fee check for the amount of \$125, payable to the "American Board of Professional Psychology".

All correspondence (the application form, letters of reference, CV) should be sent to the following address:

ABPP
600 Market Street, Suite 300
Chapel Hill, NC 27516
Phone: 800-255-7792
Fax: 919-537-8034
Email: office@abpp.org

III. CLINICAL NEUROPSYCHOLOGY APPLICATION INSTRUCTIONS

The Application form is the primary information base upon which eligibility for candidacy is determined. In effect, you are establishing the necessary academic, training, supervised experience, and professional standing required by the specialty of clinical Neuropsychology. The ABPP Executive Officer (EO) and ABPP Central Office (CO) staff shall verify the license to practice Neuropsychology, the doctoral degree and program. You must request that a copy of your doctoral transcript be sent to CO directly from the educational institution. The request should be initiated as soon as possible in order to not have any delay in processing your application. Any documentation (endorsements, certification of appropriate institute or continuing education) must be submitted with the application.

The application is a single form with two sections: the first part is essentially related to the generic requirements and the second part is related to the specialty's requirements. The CO shall review the submitted application for completeness. The EO shall review the application for the determination of meeting the ABPP common, generic criteria of doctoral degree and program, licensure, and professional standing. Upon meeting the generic criteria the application materials are sent to the Specialty Board for determination in meeting the specific criteria for eligibility as a candidate.

Following the application review, applicants are quickly notified of the review results. Applicants meeting generic and specialty requirements become candidates, eligible to move on to the specialty examination process.

To better understand the application and candidacy determination perhaps it would be best at this point to review the generic and describe specialty criteria of the specialty of clinical Neuropsychology. The Application Form and fee form will follow and can be reviewed and/or downloaded at the ABPP website at www.abpp.org.

General Eligibility Requirements

To attain board certification in a specialty, an applicant must meet ABPP's common eligibility requirements which include:

- A doctoral degree from a program in professional psychology or postdoctoral re-specialization certificate at which time, the degree that was granted was accredited by the APA, CPA, or was listed in the publication *Doctoral Neuropsychology Programs Meeting Designation Criteria*. Applicants credentialed in the most recent directory of the *National Register of Health Service Providers in Neuropsychology* or the *Canadian Register of Health Service Providers in Neuropsychology* qualify as meeting the doctoral degree as well as those holding the Certificate of Professional Qualification in Neuropsychology (CPQ).
- Licensure or certification at the independent practice level as a psychologist in the State, Province, or Territory in which the psychologist practices.

Note: Limited exceptions exist for prior to 1983 doctoral preparation, degrees granted outside the U.S. or Canada, formal retraining, substantial equivalents to accreditation requirements, and licensure in jurisdiction of practice for some Federal employees. Exception criteria and procedures are available from Central Office.

Specialty Specific Eligibility Requirements

For persons receiving their doctoral degree after 1/1/05:

- Training conforms to guidelines of [The Houston Conference](#) (PDF).*
- Houston Guidelines require that the residency be the equivalent of 2 years and completed on at-least a half-time basis. ABCN will accept minor deviations from these requirements that may arise based on medical, personal or professional factors. Under these circumstance the candidate must provide written documentation from the residency director that the candidate:
 1. left the residency in good standing,
 2. met all requirements of the residency,
 3. obtained the requisite skills and knowledge base described by the [Houston Guidelines](#).
- ABCN will not require that the faculty of the 2-year residency include a board certified neuropsychologist (as stipulated in the Houston Guidelines). However, under these circumstances the candidate may be asked to provide a curriculum vitae for their primary neuropsychology supervisors.

For persons receiving their doctoral degree between 1/1/90 and 1/1/05:

- The equivalent of three years of experience in the specialty area, met by:
 - three years of experience, only one of which can be predoctoral, *or*
 - one year of pre- or postdoctoral experience and successful completion of an accredited postdoctoral program in the specialty.
- Two years of supervision in the practice of the specialty, met by:
 - two years of postdoctoral supervision, *or*
 - one year of predoctoral and one year of postdoctoral supervision, *or*
 - successful completion of an accredited postdoctoral program in the specialty.
 - Training and experience in basic neurosciences, functional neuroanatomy, neuropathology, clinical neurology, psychological assessment, clinical neuropsychological assessment, psychopathology, and psychological intervention.

6. Doctoral Degree Program meets ABPP Generic Requirements if at the time the Degree was granted the program was: (check below)

- APA or CPA Accredited
- Listed as a Neuropsychology Program in the ASPPB Doctoral Neuropsychology Programs Meeting Designation Criteria
- Credentialed as a Health Service Provider in current NRHSPP/CRHSPP Directory
- Holds a CPQ: a Certificate of Professional Qualification in Neuropsychology by the ASPPB

Note: If none of the above qualifiers apply and if you wish to qualify through an individualized review against ABPP generic requirements or, if you wish to apply for a senior procedure option (defined as 15 years or more of appropriate experience beyond following licensure as a psychologist at the independent practice level: not available for the neuroNeuropsychology and forensic specialties), check below:

- Individualized review
- Optional senior procedures

7. Internship Program

Program Name _____

Location _____

Date Completed _____

Accredited By: APA CPA Listed in APPIC Directory

8. Ethical and Legal Issues. Have you been:

Convicted of a Felony? Yes No

Sued for malpractice? Yes No

Charged with an ethics or conduct violation that resulted in an adverse decision or action, including censure, probation, suspension or revocation of your license to practice Neuropsychology? Yes No

*If yes to any of the above issues, include a complete statement of details on a separate sheet of paper.

SPECIALTY SPECIFIC REQUIREMENTS IN CLINICAL NEUROPSYCHOLOGY

9. Describe your internship program and indicate your primary supervisor.

10. Post-doctoral Experience and Supervision

- a. The applicant will have a minimum of two post-doctoral years of experience (one year = a minimum of 1500 practice hours over 12 consecutive months), one year of which was appropriately supervised. For these two years of practice experience, FULLY DESCRIBE, including inclusive dates, hours, name of agency, your title, the nature of the professional work you did, and the supervisory arrangement (at least one of these years). Please include supervisor names, your title at the time, and the nature of the supervised practice.

OR

- b. One year of post-doctoral supervision in a successfully completed, formal post-doctoral (residency) program. Briefly describe the post-doctoral residency program, including the program's name, program director and supervisors, and the nature of the supervised practice.

Please Describe either the a or b requirement option below:

I, the undersigned, hereby make voluntary application to the American Board of Professional Neuropsychology, Inc., for certification as a specialist and the issuance of a Diploma in a specialty affiliated with the American Board of Professional Neuropsychology. I understand that my application is subject to the rules, bylaws, and other governing provisions of the Board (hereinafter called regulations), and I agree to be bound by the regulations of the Board, either as a candidate for issuance of a Diploma, or upon issuance of a Diploma, as the holder of same. I agree to be bound by the Code of Ethics of the American Psychological Association or the Canadian Psychological Association as applicable. I agree to disqualification from examination, or issuance of a Diploma, or forfeiture of any Diploma issued to me in the event that the Board finds me in violation of its rules and regulations. I recognize that the Board may decide that I am not qualified, and I agree to abide by its decision.

I hereby authorize the American Board of Professional Neuropsychology, Inc., to make inquiries as it deems appropriate in connection with this application for a Diploma, with any of the individuals, state licensing boards, agencies, organizations, or other such reference sources as may develop in the course of the Board's investigation of my qualifications to be certified as a specialist. I agree and invite anyone so contacted by the Board to answer and respond freely, frankly, and without fear of claim of damage by me, and to report to the Board any knowledge which may seem relevant to the inquiry of the Board.

I certify that all the statements made herein are true and accurate to the best of my knowledge and belief. I have enclosed the non-refundable application fee.

If granted the Diploma, I agree to pay all required annual fees assessed by the American Board of Professional Neuropsychology, Inc.

Signature of Applicant

Date

Enclose Application Fee of \$125

NOTE: An additional fee (\$300) is payable for the Written Examination, a fee of \$250 is payable for the Practice Sample Review, and another fee of (\$450) is payable for the Oral Examination prior to or upon submitting for these requirements. The Board reserves the right to change its schedule of fees at any time during the course of candidacy. **FEES ARE NOT REFUNDABLE.**

Please return the application and application fee with all requested materials to:

American Board of Professional Neuropsychology
600 Market Street, Suite 300
Chapel Hill, NC 27516
Phone: (800) 255-7792

APPLICATION INSTRUCTIONS FOR INDIVIDUALS APPLYING FOR TESTING ACCOMMODATIONS



V. QUALIFICATIONS FOR TESTING ACCOMMODATIONS For Applicants with Disabilities

General Information

The ABCN Board recognizes that neuropsychologists with disabilities may wish to take the board certification examinations and will attempt to make accommodations for applicants with verified disabilities. The Board supports the intent of the American with Disabilities Act (ADA).

ABCN, in conjunction with the American Board of Professional Psychology (ABPP), will provide reasonable accommodations during testing to provide equal opportunity for persons with disabilities. Applicants are reminded, however, that “auxiliary aids (and services) can only be offered if they do not fundamentally alter the measurement of skills or knowledge the examination is intended to test” (Americans with Disabilities Act, Public Law 101-336 § 309 [b] [3]). To this extent, the Board will provide reasonable accommodations during testing to provide equal opportunity for persons with disabilities. Documentation requesting reasonable accommodations must identify a disability and provide a rationale for specified modifications to standard testing procedures.

Applicants who request accommodations because of a disability must advise the Board in writing no later than the deadline for submitting applications for examination. All documentation and other evidence substantiating the disability must be submitted to the Board at least 30 days before the examination in question is conducted. Required documentation includes completion of the *Application for Testing Accommodations* and appropriate diagnostic letters or reports. All information and documentation provided regarding the disability and need for accommodation in testing will be treated in strict confidence.

Candidates seeking disability accommodations should download the appropriate application from the ABCN web site, www.theabcn.org/ or should contact the Board office for an application.

Documentation on file for the applicant must:

- ***clearly state the diagnosed disability or disabilities;***
- ***describe the functional limitations*** resulting from the disability or disabilities;
- ***be current*** - i.e., completed within the last 5 years for a learning disability, last 6 months for psychiatric disabilities, or last 3 years for attention deficit hyperactivity disorder and all other disabilities (NOTE: this requirement does not apply to physical or sensory disabilities of a permanent or unchanging nature);
- ***include complete educational, developmental, and medical history*** relevant to the disability for which testing accommodations are being requested;
- ***include a list of all test instruments*** used in the evaluation report and relevant scores used to document the stated disability (this requirement may not apply to physical or sensory disabilities of a permanent or unchanging nature);
- ***describe the specific accommodations requested;***
- ***adequately support each of the requested testing accommodation(s);***
- ***be typed or printed on official letterhead and be signed*** by an evaluator qualified to make the diagnosis (include information about license or certification and area of specialization).

Review of Documentation

A letter detailing the specific accommodations requested because of disability must be submitted for each examination or re-examination. Documentation should be marked “ADA Materials” and mailed to the attention of the Executive Director at the ABCN Office. Each report is reviewed carefully before accommodations are provided. If the Board does not find appropriate and sufficient evidence to grant accommodations, the applicant will be informed that the request has been denied.

Appeals

Any applicant who is denied accommodations may appeal this decision by submitting the following materials to the Executive Director at the ABCN Office:

- A written request for a formal appeal of the denial of accommodations.
- Additional written information in support of the appeal.

The appeal materials must be sent together in a single mailing envelope that is postmarked within 60 days of the date indicated on the letter of denial of accommodations. The appeal materials will be sent to the Appeals Committee, which will review the materials, deliberate, and make a determination. In all events, the Appeal Committee’s determination is final and binding on both the Board and the applicant.

for *Testing Accommodations*, a personal statement describing your disability and its impact on your daily life and professional practice.

7. How long ago was your disability first professionally diagnosed?

< 1 year

1-2 years

3-4 years

> 4 years

8. What accommodation(s) are you requesting? *Accommodation(s) must be appropriate to the disability.*

9. If you are requesting additional time, please indicate the amount of time supported by your documentation.

Double time

Other (specify)

10. Do you require wheelchair access to the examination facility? Yes No

11. Prior test accommodations that you have received on

STANDARDIZED EXAMINATIONS:

1. Scholastic Aptitude Test (SAT): Month/Year _____ / _____

Accommodations received _____

2. Graduate Record Examination (GRE): Month/Year _____ / _____

Accommodations received _____

3. National Licensing Examination (EPPP): Month/Year _____ / _____

Accommodations received _____

4. State Licensing Examination:

State _____ Month/Year _____ / _____

Accommodations received _____

9 5. Graduate School:

Name of School _____ Month/Year _____ / _____

Accommodations received _____

9 6. American Board of Professional Psychology (ABPP):

Specialty Board _____
Month/Year _____ / _____

Accommodations received _____

9 7. Other Board Certification:

Specialty Board _____
Month/Year _____ / _____

Accommodations received _____

12. I certify that the above information is true and accurate. If test accommodations provided to me include a deviation from the standard testing schedule, I agree that, from the time I begin the examination until I have completed it, I will not communicate in any way, to the extent possible, with any other individuals taking the examination, and I will not communicate in any way to others about the content of the examination.

If clarification of further information regarding the documentation provided is needed, I authorize the ABCN to contact the professional(s) who diagnosed the disability and/or those entities which have provided me test accommodations. I authorize such professional(s) and entities to communicate with the ABCN in this regard and to provide the ABCN with such clarification and/or further information.

Signature _____ Date _____

American Board of Professional Psychology, Inc.
American Board of Clinical Neuropsychology

CHECKLIST A
Documentation Requirements for All Disabilities

To be granted accommodations at either the written or oral examination of ABCN, the applicant must submit a letter or report diagnosing the applicant's disability. The letter/report must include the following:

- _____ Be written by a licensed or certified professional who is appropriately qualified to evaluate the disability.
- _____ Be on the examiner's letterhead with the examiner's credentials, address, and telephone number given in the letterhead or title.
- _____ The candidate's name, date of birth, and date of testing, and it must be signed by the examiner.
- _____ Identify the applicant's disability and how the disability substantially limits one or more major life activities of the applicant.
- _____ A history of the disability, including previous settings in which accommodations have been granted. If there have been no previous accommodations, the examiner must explain why current circumstances necessitate accommodations.
- _____ Diagnostic information from one of the following sources: International Classification of Diseases, American Psychiatric Association Diagnostic and Statistical Manual of Mental Disorders (DSM-IV).
- _____ Specific recommended accommodations with a rationale for why each accommodation is needed.

American Board of Professional Psychology, Inc.
American Board of Clinical Neuropsychology

CHECKLIST B
Documentation Requirements for Learning Disabilities

To be granted accommodations at either the written or oral examination of ABCN, the applicant must submit a letter or report diagnosing the applicant's disability. The letter/report must include the following:

- _____ A psychoeducational or neuropsychological evaluation of the applicant as an adult prepared by a licensed or certified psychologist.
- _____ A complete cognitive assessment using appropriate standardized and well-normed tests.
- _____ A comprehensive achievement test battery in relevant areas such as, reading, spelling, written language, and mathematics.
- _____ Test instruments must be reliable, valid, and standardized on adult populations. Test scores must be reported using standard scores or percentiles.
- _____ A history of the candidate's educational performance documenting the nature of school difficulties. Information about learning difficulties in school and documentation of prior accommodations should also be included.
- _____ Documentation of cognitive and achievement deficits that relate directly to the requested accommodations.

American Board of Professional Psychology, Inc.
American Board of Clinical Neuropsychology

CHECKLIST C
Documentation Requirements for
Attention Deficit/Hyperactivity Disorder

To be granted accommodations at either the written or oral examination of ABCN, the applicant must submit a letter or report diagnosing the applicant's disability. The letter/report must include the following:

- _____ A multidimensional diagnostic evaluation by an appropriately licensed or certified psychologist, neuropsychologist, or physician that includes historical, observational, medical, developmental, neuropsychological testing, and educational testing information.
- _____ The letter or report must have been completed within the past five years of the candidate's request for accommodations and include a description of the current functional limitations.
- _____ A summary of clinical interviews, observations, and results from checklists provided by the candidate and parents, teachers, professionals, or supervisors.
- _____ Results of each objective test must be listed and reported in standard scores or percentiles.
- _____ A discussion of possible differential diagnoses must be included.
- _____ Recommendations for treatment (medication or behavioral interventions) and academic accommodations should be included with a rationale for why specified test accommodations are needed. It is important to document prior accommodations. If prior accommodations have not been provided, a clear explanation should be included as to why the requested accommodations are needed at this time.

VII. APPLICATION FOR WRITTEN EXAMINATION
AMERICAN BOARD OF PROFESSIONAL PSYCHOLOGY
600 Market Street * Suite 300 * Chapel Hill, NC 27516
Tel: 800-255-7792 * Fax: 919-537-8034 * www.ABPP.org
David R. Cox, Ph.D., ABPP, Executive Officer
Clinical Neuropsychology Registration for Written Examination

Name: _____

Address: _____

Phone: _____

Email: _____

Meeting Date Preferred: See ABCN website for meeting dates
(www.theabcn.org/exams.html).

INS AACN

APA NAN

Registration must be made at least one month prior to meeting.

Mail or fax this form with the \$300 exam fee to:

American Board of Professional Psychology

600 Market Street, Suite 300

Chapel Hill, NC 27516

Fax: 919-537-8034

Please indicate method of payment

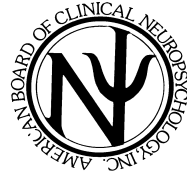
Check Enclosed Visa MasterCard

Card Number _____ Exp.Date _____

Cardholder's Name _____

Cardholder's Signature _____

For Office Use Only	
Specialty	_____
Check #	_____
Check Date	_____
Faxed to ABCN	_____



VIII. Written Examination in Clinical Neuropsychology

Confidentiality Statement

I hereby affirm that I will not discuss or disclose the content or specific nature of the ABCN Written Examination in Clinical Neuropsychology to anyone under any circumstance, other than to report an error to the Proctor, or to convey criticism or feedback to the Chair of the ABCN Examination Committee, the ABCN Executive Officer, or the ABCN President. In addition, I affirm that I shall not disclose the names of the other ABCN candidates who were or were not present for this examination. I understand that this examination and the test questions contained herein are the exclusive property of the American Board of Professional Psychology, that this examination and the items contained herein are protected by United States copyright law, that no part of this examination may be copied or reproduced in part or whole by any means whatsoever, including memorization. I also understand that the theft or attempted theft of an examination booklet is punishable as a felony. I understand that my participation in any irregularity occurring during this examination, such as giving or obtaining unauthorized information or aid, as evidenced by observation or subsequent analysis, may result in termination of my participation, invalidation of the results of my examination, or other appropriate action. I understand that if I violate this agreement, that violation will result in adjudication with the Ethics Committees of the American Board of Professional Psychology which may cause the loss of my own board certification status. I understand that if I violate this agreement, complaints in regard to this violation may be lodged against me in other venues.

Printed Name

Signature

Date

IX. CANDIDATE CHECKLIST FOR THE SUBMISSION OF PRACTICE SAMPLES

General:

- _____ Four copies of all the Practice Sample materials
- _____ Each copy consists of a Case Report #1, Case #1 test score summary, Case Report #2, and Case #2 test score summary
- _____ The addressee is the ABCN address as indicated on the Practice Sample Review forms
- _____ All copies are clear and legible
- _____ The identities of all persons involved have been "blinded" where necessary
- _____ A 3 1/2 " formatted disk containing the Practice Sample information
- _____ Copies of the **raw data** (e.g., test protocols, drawings, writing samples) **MUST** be provided

Case #1 Contains:

- _____ Relevant characteristics of the patient
- _____ A description and rationale for conclusions reached
- _____ A description of any recommendations given
- _____ testing summary

Case #2 Contains:

- _____ Relevant characteristics of the patient
- _____ A description and rationale for conclusions reached
- _____ A description of any recommendations given
- _____ Testing summary

I have:

- _____ Retained my own copy of the Practice Sample submission for my own use during the oral examination.

- _____ Sent the required fees with the Practice Review Forms to the Central Office. Determined that boxes not checked above have reasons for their not being checked. Those reasons are explained in the Supporting Material for each case.

AMERICAN BOARD OF PROFESSIONAL PSYCHOLOGY

600 Market Street * Suite 300 * Chapel Hill, NC 27516

Tel: 800-255-7792 * Fax: 919-537-8034 * www.ABPP.org

David Cox, Ph.D., ABPP, Executive Officer

X. Clinical Neuropsychology Practice Sample Registration and Fee Payment Form

Name: _____

Address: _____

Phone: _____

Email: _____

Please email to nunce@med.umich.edu:

Your practice sample including summary score sheet with normative information and all raw data

Your completed professional data sheet

Or mail the following items to: Date Mailed:

American Board of Clinical Neuropsychology
Department of Psychiatry (F6332, MCHC-6)
The University of Michigan Health System
1500 East Medical Center Drive
Ann Arbor, MI 48109-0295
Phone: (734) 936-8269

Four (4) copies of your Practice Sample. (Note: supplemental/contextual information is no longer required, but we ask that you submit a summary sheet of test scores that contains normative information, i.e., either cutoff scores, percentiles, means and standard deviations or t-scores for their tests. Copies of the raw data are required.)

One (1) copy of your Professional Data Sheet

One 3 1/2" formatted disk and CD containing all of the Practice Sample information, with the exception of the raw data

Please visit the ABCN Web site (<http://theabcn.org>) for upcoming practice sample submission deadlines for admission to the oral exam.

Mail or fax this form with the \$250 registration fee to:

American Board of Professional Psychology
600 Market Street, Suite 300
Chapel Hill, NC 27516
Fax: 919-537-8034

Please indicate method of payment Adobe PDF Version

Check Enclosed Visa MasterCard

Card Number _____ Exp.Date _____

Cardholder's Name _____

Cardholder's Signature _____

For Office Use Only
Specialty _____
Check # _____
Check Date _____
Faxed to ABCN _____

AMERICAN BOARD OF PROFESSIONAL PSYCHOLOGY
600 Market Street * Suite 300 * Chapel Hill, NC 27516
Tel: 800-255-7792 * Fax: 919-537-8034 * www.ABPP.org
David Cox, Ph.D., ABPP, Executive Officer

XI. Clinical Neuropsychology Registration for Oral Examination

Name: _____

Address: _____

Phone: _____

Email: _____

ABCN Oral Examinations are held in Chicago at Rush-Presbyterian-St. Luke's Medical Center. Please visit the ABCN website (<http://theabcn.org>) for future exam dates.

Mail or fax this form with the \$450 exam fee to:

American Board of Professional Psychology
600 Market Street, Suite 300
Chapel Hill, NC 27516
Fax: 919-537-8034

Please indicate method of payment

Check Enclosed Visa Mastercard

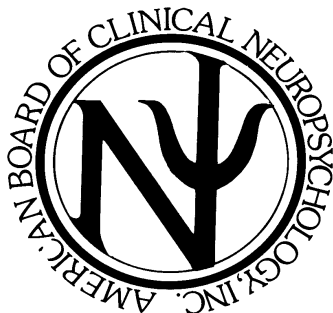
Send hardcopy

Card Number _____ Exp.Date _____

Cardholder's Name _____

Cardholder's Signature _____

For Office Use Only
Specialty _____
Check # _____
Check Date _____
Faxed to ABCN _____



XII. STATEMENT OF CONFIDENTIALITY

I hereby affirm that I will not discuss or disclose the content or specific nature of any part of the ABCN/ABPP examination, either oral or written, to anyone under any circumstances, other than to another ABCN/ABPP board certified neuropsychologist, in the context of preparing the examination or being an examiner. In addition, I affirm that I will not disclose the names of the other ABCN candidates who were registered for the current oral examination. I understand that if I violate this agreement that violation will cause loss of my own board certification status and/or adjudication with the Ethics Committees of the American Board of Professional Psychology and the American Psychological Association.

Printed Name

Signature

Date

E-mail address

XIII. ORAL EXAM CANDIDATE EXIT EVALUATION

Fact-finding Examiner: _____ Date: _____

1. The vignette(s) provided enough information to understand the nature of the referral.

Strongly disagree	Somewhat disagree	Neutral	Somewhat agree	Strongly agree
----------------------	----------------------	---------	-------------------	-------------------

1	2	3	4	5
---	---	---	---	---

2. The examiner was sufficiently familiar with case material to answer questions efficiently.

Strongly disagree	Somewhat disagree	Neutral	Somewhat agree	Strongly agree
----------------------	----------------------	---------	-------------------	-------------------

1	2	3	4	5
---	---	---	---	---

3. Time allotted for preparation, questioning, and presentation of conclusions was consistent with instructions and the examination progressed in a well-organized and orderly fashion.

Strongly disagree	Somewhat disagree	Neutral	Somewhat agree	Strongly agree
----------------------	----------------------	---------	-------------------	-------------------

1	2	3	4	5
---	---	---	---	---

4. The examiner's answers to questions were generally appropriate and not overly restrictive or misleading.

Strongly disagree	Somewhat disagree	Neutral	Somewhat agree	Strongly agree
----------------------	----------------------	---------	-------------------	-------------------

1	2	3	4	5
---	---	---	---	---

5. The examiner provided appropriate feedback, e.g., when my method of questioning was too general or overly specific.

Strongly disagree	Somewhat disagree	Neutral	Somewhat agree	Strongly agree
----------------------	----------------------	---------	-------------------	-------------------

1	2	3	4	5
---	---	---	---	---

6. I was treated in a collegial fashion.

Strongly disagree	Somewhat disagree	Neutral	Somewhat agree	Strongly agree
-------------------	-------------------	---------	----------------	----------------

1	2	3	4	5
---	---	---	---	---

7. The examiner explained procedures and instructions sufficiently.

Strongly disagree	Somewhat disagree	Neutral	Somewhat agree	Strongly agree
-------------------	-------------------	---------	----------------	----------------

1	2	3	4	5
---	---	---	---	---

8. The questions were presented clearly and concisely.

Strongly disagree	Somewhat disagree	Neutral	Somewhat agree	Strongly agree
-------------------	-------------------	---------	----------------	----------------

1	2	3	4	5
---	---	---	---	---

9. Appropriate historical and medical information and neuropsychological test data were available.

Strongly disagree	Somewhat disagree	Neutral	Somewhat agree	Strongly agree
-------------------	-------------------	---------	----------------	----------------

1	2	3	4	5
---	---	---	---	---

10. I was able to demonstrate the range of my knowledge, given the format and time limitations of the Fact-finding Examination.

Strongly disagree	Somewhat disagree	Neutral	Somewhat agree	Strongly agree
-------------------	-------------------	---------	----------------	----------------

1	2	3	4	5
---	---	---	---	---

Please give your general impression of the Fact-finding Examination and any other comments you wish to share with the ABCN Examination Committee.

Work Sample Examiner: _____ Date: _____

1. The breadth of the work sample evaluation was appropriate.

Strongly disagree	Somewhat disagree	Neutral	Somewhat agree	Strongly agree
1	2	3	4	5

2. The examiner linked questions to the Work Sample.

Strongly disagree	Somewhat disagree	Neutral	Somewhat agree	Strongly agree
1	2	3	4	5

3. The examiner did not overly persist in asking questions in an esoteric or specialized area when it was clear I did not know that area.

Strongly disagree	Somewhat disagree	Neutral	Somewhat agree	Strongly agree
1	2	3	4	5

4. The examiner organized the questioning so time could be spent on all critical areas of the Work Sample.

Strongly disagree	Somewhat disagree	Neutral	Somewhat agree	Strongly agree
1	2	3	4	5

5. I was treated in a collegial fashion.

Strongly disagree	Somewhat disagree	Neutral	Somewhat agree	Strongly agree
1	2	3	4	5

6. The examiner explained procedures and instructions sufficiently.

Strongly disagree	Somewhat disagree	Neutral	Somewhat agree	Strongly agree
1	2	3	4	5

7. The examiner presented the questions clearly and concisely.

Strongly disagree	Somewhat disagree	Neutral	Somewhat agree	Strongly agree
1	2	3	4	5

8. The examination progressed in a well-organized and orderly fashion.

Strongly disagree	Somewhat disagree	Neutral	Somewhat agree	Strongly agree
1	2	3	4	5

9. The examiner appeared open to my theoretical orientation.

Strongly disagree	Somewhat disagree	Neutral	Somewhat agree	Strongly agree
1	2	3	4	5

10. I felt I was able to demonstrate the range of my knowledge, given the format and time limitations of the Work Sample Examination.

Strongly disagree	Somewhat disagree	Neutral	Somewhat agree	Strongly agree
1	2	3	4	5

Please give your general impression of the Work Sample Examination and any other comments you wish to share with the ABCN Examination Committee.

Ethics Examiner: _____ Date: _____

1. The vignette involved appropriate knowledge that was not too esoteric and/or outside the established ethical standards for psychologists.

Strongly disagree	Somewhat disagree	Neutral	Somewhat agree	Strongly agree
1	2	3	4	5

2. The vignette provided sufficient information to allow me to demonstrate my knowledge regarding a variety of ethical standards and principles.

Strongly disagree	Somewhat disagree	Neutral	Somewhat agree	Strongly agree
1	2	3	4	5

3. The examination provided the opportunity for me to demonstrate my depth of knowledge concerning the reasoning behind the established ethical standards.

Strongly disagree	Somewhat disagree	Neutral	Somewhat agree	Strongly agree
1	2	3	4	5

4. The examiner was sufficiently familiar with the vignette and with the ethical standards to provide appropriate feedback.

Strongly disagree	Somewhat disagree	Neutral	Somewhat agree	Strongly agree
1	2	3	4	5

5. I was treated in a collegial fashion.

Strongly disagree	Somewhat disagree	Neutral	Somewhat agree	Strongly agree
1	2	3	4	5

6. The procedures and instructions were presented in a sufficient and clear fashion.

Strongly disagree	Somewhat disagree	Neutral	Somewhat agree	Strongly agree
1	2	3	4	5

7. The questions were presented clearly and concisely.

Strongly disagree	Somewhat disagree	Neutral	Somewhat agree	Strongly agree
1	2	3	4	5

8. The examination progressed in a well-organized and orderly fashion.

Strongly disagree	Somewhat disagree	Neutral	Somewhat agree	Strongly agree
1	2	3	4	5

9. The examiner inquired about my professional background in sufficient detail to understand the nature of my preparation in clinical neuropsychology.

Strongly disagree	Somewhat disagree	Neutral	Somewhat agree	Strongly agree
1	2	3	4	5

10. The examiner inquired about my professional activities in sufficient detail to understand the nature of my current practice.

Strongly disagree	Somewhat disagree	Neutral	Somewhat agree	Strongly agree
1	2	3	4	5

Please give your general impression of the Ethics Examination and any other comments you wish to share with the ABCN Examination Committee.

**American Board of Professional Psychology, Inc.
AMERICAN BOARD OF CLINICAL NEUROPSYCHOLOGY, INC.**

XIV. Fact-finding Examination

INSTRUCTIONS FOR CANDIDATE

This exercise is designed to provide you an opportunity to display some of the knowledge and skills important in the practice of clinical neuropsychology. Before you are two very brief statements of problem situations. First, choose one.

Your task then is to obtain additional information by questioning the examiner so that you can gain a full understanding of the problem and arrive at your own evaluation of the situation. Then you should present your conclusions regarding your view of the nature and severity of the patient's problem, the probable etiology, and your recommendations as to the next steps to be taken. In presenting your conclusions you should explain your reasoning.

The examiner has a considerable amount of information, all of which is available to you. In order to receive this information, however, you must ask specific questions. If your questions are too general, you will be asked to make them more specific. You may question the examiner as extensively as you wish.

The total time allotted for this examination is 45 minutes. It is your responsibility to manage the time. You may start by taking some time to first prepare your questions. Then you will have about 20 to 25 minutes to ask whatever questions you wish. The following is a summary of the steps in this exercise and a general timetable:

<u>STEP</u>	<u>APPROXIMATE TIMES</u>
Prepare your questions	5 - 10 minutes
Question the examiner for information	20 - 25 minutes
Present your conclusions	10 minutes
Be questioned on your conclusions	5 - 10 minutes
<hr/>	
TOTAL	40 - 55 minutes

YOUR MUST LEAVE ALL NOTES IN THE EXAM ROOM

DO NOT MARK ON THIS FORM

AMERICAN BOARD OF PROFESSIONAL PSYCHOLOGY, INC.
 AMERICAN BOARD OF CLINICAL NEUROPSYCHOLOGY, INC.

[Rev. 8/07]

XV. EXAMINATION RATING FORM

Candidate: _____ Examiner: _____ Date: _____

Use ratings from 5 to 1 (see KEY below)

	Initial Rating	Final Rating
Assessment Skills	_____	_____
Consultation Skills	_____	_____
Intervention Skills	_____	_____
Scientific and Professional Knowledge	_____	_____
Ethical and Legal Foundations	_____	_____
Cultural Diversity Awareness	_____	_____
Professional Identification	_____	_____
Interpersonal Interactions	_____	_____

Overall Decision (First Vote) AWARD NO AWARD UNDECIDED

Second Vote, if taken AWARD NO AWARD

KEY: 5 = excellent (unusually outstanding); 4 = good; 3 = fair; 2 = weak; 1 = poor

XVI. REASONS FOR FAILURE & SUGGESTIONS FOR CHANGE

Candidate's Name: _____ Date: _____

Each candidate failing the oral examinations has the privilege of appealing the decisions of the Examining Team. Such appeals are reviewed by a special committee of ABPP, with the result that either the fail decision is reaffirmed or the examination is voided. Therefore, it is important that this committee have meaningful and helpful information for conducting a review and making a decision.

If the final voting results in a failure of a candidate, each examiner must record below the significant reasons for the FINAL DECISION. In order to offer CONSTRUCTIVE FEEDBACK to this candidate, it will be helpful to specify areas in which the examiner feels the candidate needs further growth and development. Please check any of the following statements that you feel apply to this candidate.

A. ASSESSMENT

- Lacks a well-developed rationale for neuropsychological assessment
- Lacks a theoretical framework for neuropsychological assessment
- Too limited approach to generating assessment information (e.g., test bound")
- Did not formulate adequate assessment impressions
- Limited depth in assessment thinking
- Demonstrated limited range of assessment skills
- Did not use assessment time effectively
- Did not make efficient use of the assessment tools selected
- Seemed unaware of own limitations in assessment
- Inappropriate application of assessment instruments to patients (i.e., failure to consider patient's age, gender, cultural background, ability level, or impairments)

B. DIAGNOSES OR CONCLUSIONS

- Offers formulations on the basis of inadequate information
- Draws conclusions based on erroneous information or concepts
- Fails to acknowledge own limitations in knowledge (e.g., suggests conclusions about conditions the candidate does not fully understand)
- Fails to appropriately qualify conclusions in accordance with one's own limitations
- Fails to take account of how the positive predictive value of test results vary with the clinical population to which they are applied
- Fails to consider the issues of treatability, seriousness, and prevalence of the disorder in formulating diagnostic impression
- Fails to consider the risks associated with a false positive or false negative result in formulating diagnostic impressions
- Fails to integrate scientific knowledge of brain-behavior relationships (e.g., neuropsychology syndromes)

C. CONSTRUCTIVE RECOMMENDATIONS AND INTERVENTIONS

- Inadequate theoretical framework for making recommendations
- Inadequate rationale for recommendations made
- Inadequate assessment to formulate appropriate recommendations
- Inadequate use of information that was available from assessment
- Limited understanding of recommendations and interventions
- Limited depth of thinking for recommendations
- Seemed unaware of own limitations in formulating recommendations

D. ETHICAL PRACTICES

- ___ Fails to recognize key ethical issues in the vignette
- ___ Inadequate knowledge of ethical principles
- ___ Inadequate sensitivity to ethical problems
- ___ Unable to articulate rationale for ethical principles
- ___ Rigid or concrete application of ethical principles
- ___ Failed to intervene, report, or otherwise take appropriate action in an ethics-related situation
- ___ Proposes inappropriate or imprudent actions in response to ethical concerns
- ___ Evidences a disregard for ethical principles and concerns in own practice

E. KNOWLEDGE BASE

- ___ Too limited understanding of psychometrics
- ___ Too limited understanding of neuropsychological assessment
- ___ Lacks sufficient knowledge of the import of neuropsychological findings (test results)
- ___ Lacks sufficient awareness of the limitations of neuropsychological findings (test results)
- ___ Lacks sufficient knowledge of clinical neurology
- ___ Lacks sufficient knowledge of the general neurosciences
- ___ Lacks sufficient knowledge of clinical psychology and psychopathology

F. NEUROPSYCHOLOGY AS A PROFESSION

- ___ Limited participation in organized continuing education in clinical neuropsychology
- ___ Limited (or absent) program of continuing self-study
- ___ Limited awareness of professional organizations in clinical neuropsychology
- ___ Limited awareness of standards for practice and training in clinical neuropsychology
- ___ Limited knowledge of neuropsychology journals and other publications

G. RESEARCH

- ___ Insufficient awareness of pertinent research
- ___ Insufficient understanding of implications of research
- ___ Insufficient ability to critically evaluate research
- ___ Insufficient application of pertinent research to practice

H. MISCELLANEOUS

- ___ Too limited scope of competency to be boarded
- ___ Not sufficiently skillful in developing relations with patients
- ___ Not sufficiently skillful or flexible in adapting to situations or to patients
- ___ Inadequate integration of information

I. OTHER (WRITE IN SPACE BELOW)

J. RECOMMENDATIONS FOR ACTIONS

- ___ Apply for board certification in another area
- ___ Retake this examination after the following plan is completed

Examiner: _____ Date: _____

PLEASE PRINT

GUIDELINES FOR APPEAL

XVII. AMERICAN BOARD OF PROFESSIONAL PSYCHOLOGY

Once an examination is held, it is to be assumed that the structure conforms to the expectations set forth in the current ABPP policy and procedure statements.

Acceptable Grounds for Appeal by the Candidate include the following:

- 1 Conditions of the examination were not consistent with the principles and policies stated in the current Manual for Examinations.
- 2 Inappropriate behavior occurred on the part of one or more Examiners (e.g., discourteous, argumentative, disinterested).
- 3 There was a lack of opportunity for the Candidate to demonstrate his or her assessment or intervention skills.

Unacceptable Grounds for Appeal by the Candidate include:

- 1 Disagreement by the Candidate with the Examining Team's judgment.
- 2 Testimony of performance or achievement in professional work not directly related to the examination situation.
- 3 Split vote by the Examining Team. (It is not assumed that the final vote must be unanimous; therefore, lack of consensus is not grounds for Appeal. To insure a majority decision, Examining Teams should be comprised only of 3 voting members; a non-voting observer may be present).
- 4 That no examiner matched the stated theoretical orientation of the Candidate.

Recommended Appeal Process:

- 1 If a candidate fails the examination, each Examiner will submit in writing the rationale for his or her decision (including any Pass decision made by any examiner). The Candidate's assets as well as his or her weaknesses should be included. These will be submitted to the Chair of the Examination Committee within seven days of the examination. The Chair will forward them to the Central Office for placement in the Candidate's file to be used in the event of an appeal.
- 2 An appeal must be made within 30 days of the receipt of the "Fail" notice in order to be eligible for review. An appeal raised before receipt of a "Fail" notice will not be considered.
- 3 Candidate appeals should be sent directly to the Executive Officer who will notify the members of the Examining Team. All of these individuals will receive the letter of appeal and will have an opportunity to write a response. The response will be sent to the Executive Officer by a date assigned by the Executive Officer.
The Appeals Committee in the candidate's specialty will be notified of the appeal by receipt of the letter of appeal accompanied by the examiners' responses.

The Specialty Appeals Committee will be comprised of three Trustees (members of the Board of Directors), serving staggered terms to insure consistency and continuity. If a member of the Specialty Appeals Committee was involved in the examination process under review, the alternate committee member will be asked to render a decision in that particular case. A rationale form (Reason for Failure and Suggestions for Change) will be filled out independently by each member of the Specialty Appeals Committee so that the basis for his or her judgment is available. A majority vote is sufficient to determine whether to sustain or deny an appeal.

- 4 In its deliberations, the Specialty Appeals Committee will use all information on file in the Central Office and may seek whatever additional information it deems appropriate. If circumstances are unusual or the Specialty Appeals Committee is unable to decide, they may consult the Appeals Committee of the Board of Trustees of ABPP.
- 5 The Chair of the Specialty Appeals Committee will notify the Executive Office of the Committee's decision. The Executive Officer will inform the Candidate of the outcome. If an appeal is sustained, specific reasons for that decision will be included, otherwise, a Candidate who raises multiple issues might assume that they all were justified.
- 6 If the Candidate appeals the appeal decision, it will be reviewed by the Appeals Committee of the Board of Trustees of ABPP.

GENERALLY, IF MAJOR PROCEDURAL DEPARTURES ARE UNAVOIDABLE, AN EXAMINATION SHOULD BE CANCELED, RATHER THAN HELD AND SUBJECT TO LATER POSSIBLE APPEAL. Some examples include the following:

- 1 A minimum of 3 Examiners cannot be present.
- 2 The client scheduled by the Examining Committee to be interviewed by the candidate fails to show up and no replacement can be arranged.
- 3 The Practice Sample is so inadequate that the candidate is unlikely to have any chance of passing an examination (in the Examining Team Chair's opinion). The candidate should at least be given the option of improving the sample in accordance with specific guidelines, before the examination is scheduled.

In the event that a last minute cancellation must be made, for which the candidate is not responsible, any travel expenses incurred by the candidate should be refunded.

XVIII. CANDIDATE APPEAL GUIDE

American Board of Clinical Neuropsychology
American Board of Professional Neuropsychology

- A. **Specialty Board Appeals Committee:** The president appoints one member of the Board of Clinical Neuropsychology to coordinate appeals. For each appeal an ad hoc committee is appointed to review the merits of the appeal.

B. **Appealable Decisions:**

The following decision of the Specialty Board may be appealed:

1. Denial of meeting specialty specific qualifications (Candidacy Determination).
2. Non-approval of practice (work) samples (Examination: Practice Sample Component).
3. Failure of the oral examination (Examination: Oral Component).

Note: An appealable decision shall not be final until the appeal process has been completed.

- C. **Filing an Appeal:** The candidate may challenge an appeal able decision within 30 days of the receipt of written notice of that decision. The candidate must specify the grounds on which the appeal is made. The alleged grounds must be numbered and must be a violation of the Specialty Board's procedures.

The appeal should be addressed to the President of the Specialty Board who in turn shall refer it to the coordinator of appeals who will appoint an ad hoc appeals committee. The Appeals committee reviewing the appeal must complete its review within 60 days after receipt of the request for appeal letter.

Appeals related to the denial of meeting general requirements for candidacy shall be forward to the Executive Officer for resolution by the ABPP Standards Committee, whose decision on these requirements is final.

- D. **Score and Conduct of Appeal.** The procedural issues addressed by the Appeal Committee shall be limited to those stated in the appeal request letter and which meet the requirement of an appealable procedural issue. If legal issues appear to be involved, the Appeals Committee may consult with the ABPP legal counsel.

The Appeals Committee shall implement a process of review primarily based upon information before the specialty board at the time of the

decision. The Appeals Committee may seek further information from the Chair and members of the Examination Committee, the Credentials Review Committee, the candidate, or others as appropriate to the issues raised. The process is not a de novo review, but a review of the challenge to the Specialty Board decision.

The Appeals Committee shall confer as soon as possible upon the Specialty Board's receipt of the Candidate's letter requesting an appeal and shall complete its review and decision addressing each issue(s) raised by the appellant, within 60 days. Failure to complete the review in the 60-day period shall move the appeal to the Board of Trustees for resolution.

- E. **Decision and Report of Appeal Committee.** The decision of the Specialty Board should be affirmed unless there was a failure by the Specialty Board to adhere to its procedures. In any case, the procedural error would have to be such that it may substantially affect the decision.

If the Candidate demonstrates by clear and convincing evidence that there was a procedural error that harmed the Candidate in a material way, the Committee shall provide a remedy.

The remedy will ordinarily be to void an oral examination, or practice sample review, and offer a new examination, or practice sample review with no additional fee assessed to the Candidate, or to refer the matter back to the Examination Committee. In extraordinary circumstances, another remedy may be provided. The Appeals Committee however, may not "pass" a Candidate or re-grade an examination.

The report of the Appeals Committee shall address each issue raised by the Candidate and its decision related thereto and the basis for that decision. The report shall be forwarded to the Executive Officer through the Specialty Board President. The report shall then be forwarded to the Candidate under the Executive Officer's signature on the ABPP stationary. Editing for format and for legal considerations on advice of the ABPP legal counsel may be undertaken by the Executive Officer if necessary.

XIX. EXAMINER GENERAL APPEAL REVIEW FORM**BOARD CERTIFICATION EXAMINATION IN CLINICAL NEUROPSYCHOLOGY
AMERICAN BOARD OF PROFESSIONAL NEUROPSYCHOLOGY**

Applicant/Candidate name: _____

Appeals refers to allegations regarding (check) Application:

Candidacy Determination (), Examination: Practice Sample Component (),

Examination: Oral Component ()

Applicant/Candidate allegations (list):

- 1.
- 2.
- 3.
- 4.

Do you believe there is merit to the above allegations? (Elaborate).

Do you believe this appeal should be upheld? Yes _____ No _____

Evaluator/Reviewer Name: _____

Evaluator/Reviewer Signature: _____ Date _____

XX. COMMITTEE SUMMARY OF APPEAL

BOARD CERTIFICATION EXAMINATION IN CLINICAL NEUROPSYCHOLOGY AMERICAN BOARD OF PROFESSIONAL NEUROPSYCHOLOGY

Applicant/Candidate Name: _____ Region: _____

Date of Examination: _____ Location of Examination: _____

List of Candidate's Examiners (if applicable):

- 1.
- 2.
- 3.

Appeal refers to allegations regarding: (check) Application:
Candidacy Determination () Examination: Practice Sample Component (),
Examination: Oral Component ()

Relevant grounds for appeal raised by Applicant/Candidate:

- 1.
- 2.
- 3.

Decision and rationale for each allegation:

- 1.
- 2.
- 3.

Final decision and rationale:

Sustain Appeal: _____ Deny Appeal: _____

Reviewer Name: _____

Reviewer Signature: _____ Date: _____