



# Ohio Board of Psychology

77 S. High Street, Suite 1830  
Columbus, OH 43215-6108  
614-466-8808

## School Psychologist Employment Verification

Applicants for a school psychologist license must demonstrate four years of school psychology experience as a certificated/licensed school psychologist. A year is credited when employment of at least nine months work at 35 hours/week is documented [or an equivalent amount of time in part-time work during any three-year period]. No more than one year of credit is allowed in any 12-month period. This form is used to verify the term of employment of a school psychologist who holds a Department of Education certificate/license and who is/was employed by a: (check one)

- board of education [see ORC § 4732.22(A)(1)]
- private school meeting standards prescribed by the State Board Education under ORC § 3301.07(D)

Any other school psychology experience must be verified on a separate Psychological Training Supervision Verification form completed by the supervisor of the training experience.

SCHOOL: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

This verifies that \_\_\_\_\_ is/was employed as a certificated/licensed school psychologist for work in the above-named school on a \_\_\_\_\_-month contract for \_\_\_\_\_ hours/week from

\_\_\_\_\_ to \_\_\_\_\_  
(beginning date) (end date or "current")

Name of Person Completing this Form \_\_\_\_\_

Email address \_\_\_\_\_

Telephone \_\_\_\_\_

Signature \_\_\_\_\_

Date: \_\_\_\_\_

**Fax this completed, signed form to 614-728-7081 or email to [info@psy.ohio.gov](mailto:info@psy.ohio.gov)**

Thank you.