

# Oklahoma State Board of Examiners of Psychologists



## **Guidelines for Licensure Candidates** *approved for* **Private Practice Under Supervision (PPUS)** **Institutional Practice Under Supervision (IPUS)**

### **PURPOSE OF PPUS/IPUS:**

The purpose of the PPUS and IPUS is to allow licensure candidates to fulfill the post-doctoral supervision experience in nonexempt settings. Licensure candidates would be illegally engaging in the practice of psychology without the Board's PPUS or IPUS approval unless they met one of the exemptions to the licensing law. (See Psychologists Licensing Act and Rules of the Board for more complete discussion.)

### **REPRESENTATION TO THE PUBLIC:**

The purpose of this document is to provide guidance with regard to how license candidates approved for PPUS or IPUS may represent themselves to the public. The individual is considered to be **entering the practice of a licensed psychologist** (PPUS) or **work under the supervision of a licensed psychologist** in an institutional setting (IPUS). Such persons are **NOT** authorized to represent themselves as independent practitioners of psychology because they are not licensed. They should avoid situations which in any way might mislead the public in this regard, and the licensed psychologist has a responsibility as supervisor to make sure the representation is accurate. Violations of this provision can result in **automatic revocation** of PPUS/IPUS approval.

### **GUIDELINES:**

The guidelines below provide for both limitations and the acceptable representation to the public of those working under the PPUS/IPUS provision:

#### **YELLOW PAGES:**

The licensure candidate's name, whether individually or part of a group, may **NOT** be listed under "Psychologists" since it is a protected term reserved for those that are licensed.

#### **BUSINESS WHITE PAGES:**

The licensure candidate's name may **NOT** be listed since it implies he/she is in independent practice (unless the business is unrelated to the practice of psychology).

#### **RESIDENCE WHITE PAGES:**

The title of Doctor (i.e. Dr.) or doctoral degree (e.g. Ph.D., Psy.D., Ed.D.) may appear with the name as a statement of fact; however, no business or office number may be referenced.

## REPRESENTATION TO THE PUBLIC OF PPUS/IPUS

### LETTERHEAD/REPORTS:

All correspondence of the licensure candidate MUST be on the letterhead of the licensed psychologist or the institutional letterhead. It is NEVER permissible for the licensure candidate to use his/her own letterhead or for his/her name to be printed on the licensed psychologist's (PPUS) or institution's (IPUS) letterhead since this implies he/she is in independent practice. The reference under the licensure candidate's signature, whether as correspondence or report, MUST state: "Under the Practice of Dr. \_\_\_\_\_" if PPUS or "Under the Supervision of Dr. \_\_\_\_\_" if IPUS.

### BUSINESS CARDS:

It is preferred that the licensure candidate use the licensed psychologist's business card (PPUS) or institution's business card (IPUS) and simply handwrite their name on it. It is NEVER permissible for the licensure candidate's name to be printed on their own business card unless it CLEARLY states: "Under the Practice of Dr. \_\_\_\_\_" if PPUS or "Under the Supervision of Dr. \_\_\_\_\_" if IPUS.

### ANNOUNCEMENTS:

It is NEVER permissible to "announce" the licensure candidate since it implies independent practice.

### OFFICE DIRECTORY/OFFICE DOOR:

The licensure candidate's name must NOT appear on the office directory unless it CLEARLY states: "Under the Practice of Dr. \_\_\_\_\_" if PPUS or "Under the Supervision of Dr. \_\_\_\_\_" if IPUS. The name on the door, if any, should be that of the licensed psychologist or that of the licensure candidate if it CLEARLY states: "Under the Practice of Dr. \_\_\_\_\_" if PPUS or "Under the Supervision of Dr. \_\_\_\_\_" if IPUS. A simple door plate of "Psychologist" should NOT be associated with the licensure candidate.

### BILLING:

All billing MUST be managed through the licensed psychologist (PPUS) as part of his/her practice or through the institution (IPUS) as part of its practice. If the licensure candidate signs billing statements (e.g. third party billing forms) as the provider of services, then he/she CLEARLY states with the signature: "Under the Practice of Dr. \_\_\_\_\_" if PPUS or "Under the Supervision of Dr. \_\_\_\_\_" if IPUS.

Further clarification or questions should be directed to the Board office.