



THE CITY OF NEW YORK  
 DEPARTMENT OF CITYWIDE  
 ADMINISTRATIVE SERVICES  
 APPLICATION UNIT  
 1 CENTRE STREET, 14<sup>TH</sup> FLOOR  
 NEW YORK, NY 10007

<b>REQUIRED INFORMATION</b>
APPLICATION
EDUCATION AND EXPERIENCE TEST
FOREIGN EDUCATION EVALUATION GUIDE (IF APPLICABLE)

BILL DE BLASIO  
 Mayor

STACEY CUMBERBATCH  
 Commissioner

# NOTICE OF EXAMINATION

**PSYCHOLOGIST**  
**Exam No. 5040**  
**(For Agencies Under the Jurisdiction of the Commissioner, DCAS Only)**

**WHEN TO APPLY:** From: May 6, 2015 To: May 26, 2015

**APPLICATION FEE: \$68.00**

**If you choose to pay the application fee with a credit/debit/gift card, you will be charged a fee of 2.49% of the payment amount. This fee is nonrefundable.**

**YOU ARE RESPONSIBLE FOR READING THIS NOTICE IN ITS ENTIRETY BEFORE YOU SUBMIT YOUR APPLICATION.**

**WHAT THE JOB INVOLVES:** Psychologists, under general supervision, with latitude for independent or unreviewed action or decision, perform professional work in the field of psychology. All Psychologists perform related work.

**Special Working Conditions:** Psychologists may be required to work shifts including nights, Saturdays, Sundays, and holidays.

(This is a brief description of what you might do in this position and does not include all the duties of this position.)

**THE SALARY:** The current minimum salary is \$56,553 per annum. This rate is subject to change. There are three assignment levels within this class of positions. Appointments will generally be made to Assignment Level I. Appointments to the higher assignment levels have additional requirements and are made at the discretion of the agency.

**HOW TO APPLY:** If you believe you meet the requirements in the "How to Qualify" section, submit an application on the Online Application System (OASys) at [www.nyc.gov/examsforjobs](http://www.nyc.gov/examsforjobs). Follow the onscreen application instructions for electronically submitting your application and payment, and completing any required information. A unique and valid email address is required to file online. Several internet service providers, including but not limited to Google, Yahoo!, AOL, Outlook.com, and Mail.com offer free email addresses. **All new OASys accounts require verification before a candidate can submit an application to ensure the accuracy of candidate information. Verification is instantaneous for most accounts, but some accounts may require up to 24 hours to be reviewed by a staff member and resolved. Email notification will be sent to those creating accounts that require additional documentation before they can be resolved. Please keep this information and the application period deadline in mind when creating your account.** The following methods of payment are acceptable: major credit card, bank card associated with a bank account, or a prepaid debit card with a credit card logo which you may purchase online or at various retail outlets. You may come to the DCAS Computer-based Testing & Applications Centers to file for this examination online and submit a money order payable to DCAS (Exams).

The centers will be open Monday through Saturday from 9:00 AM to 5:00 PM:

**Manhattan**  
 2 Lafayette Street  
 17<sup>th</sup> Floor  
 New York, NY 10007

**Brooklyn**  
 210 Joralemon Street  
 4<sup>th</sup> Floor  
 Brooklyn, NY 11201

**The DCAS Computer-based Testing & Applications Centers will be closed on Saturday, May 23, 2015 and Monday, May 25, 2015.**

**Special Circumstances Guide:** This guide is located on the DCAS website at [www.nyc.gov/html/dcas/downloads/pdf/misc/exam\\_special\\_circumstances.pdf](http://www.nyc.gov/html/dcas/downloads/pdf/misc/exam_special_circumstances.pdf) and available at the DCAS Computer-based Testing & Applications Centers. This guide gives important information about claiming Veterans' or Legacy credit, and notifying DCAS of a change in your mailing address. Follow all instructions on the Special Circumstances Guide that pertain to you when you complete your "Application for Examination."

**READ CAREFULLY AND SAVE FOR FUTURE REFERENCE**

**HOW TO QUALIFY:** You are responsible for determining whether or not you meet the qualification requirements for this examination prior to submitting your application. If you are marked "Not Qualified," your application fee will not be refunded and you will not receive a score.

**Education and Experience Requirements:**

**A. All candidates must have:**

- (1) A doctoral degree in clinical psychology, counseling psychology, school psychology, forensic psychology, clinical health psychology or neuro-psychology from an accredited college or university; or
- (2) Completion of two years of graduate work from an accredited college or university consisting of at least 60 graduate semester credits in psychology, in an accredited graduate program leading to a doctoral degree in clinical psychology, counseling psychology, school psychology, forensic psychology, clinical health psychology or neuro-psychology, **plus** two years of satisfactory full-time experience, gained after admission to the accredited graduate program, in one of these areas under the supervision of a licensed psychologist or psychiatrist in a hospital, penal institution, social services agency, clinic, court, school or other agency or institution; or
- (3) Completion of a respecialization in clinical psychology from an accredited graduate program, **plus** one year of satisfactory full-time experience as described in (2) above.

**B. In addition to meeting the requirements listed in "A" above, all candidates must have:**

- (I) Completed the equivalent of three semester credits from an accredited graduate school in **each** of the following:
  - A. personality testing;
  - B. individual intelligence testing;
  - C. psychopathology or abnormal psychology; and
  - D. psychological and/or behavioral intervention; **and**
- (II) 240 hours of experience, under the supervision of a licensed psychologist, in **each** of the following:
  - A. personality testing;
  - B. individual intelligence testing; and
  - C. psychological and/or behavioral intervention. Experience in psychological and/or behavioral intervention may be under the supervision of a licensed psychiatrist.

Completion of an American Psychological Association (APA) approved doctoral program in professional psychology is evidence of meeting the course requirements listed in "B (I)" above. Completion of an APA approved internship in professional psychology is evidence of meeting all supervised experience requirements as described in "A" and "B (II)" above.

Externships are part of a doctoral program and will **not** be accepted for meeting minimum experience requirements. Experience gained **prior** to admission into the required graduate program will also **not** be accepted for meeting minimum experience requirements.

**Note:** See the *Guide to Completing the Education and Experience Test* on page 4 for detailed instructions on how to complete the Education and Experience Test.

**The education requirement must be met by June 30, 2015. The experience requirement must be met by the last day of the Application Period (May 26, 2015).**

The college or university must be accredited by regional, national, professional, or specialized agencies recognized as accrediting bodies by the U.S. Secretary of Education and by the Council for Higher Education Accreditation (CHEA).

If you were educated outside the United States, you must have your foreign education evaluated to determine its equivalence to education obtained in the United States. This is required only if you need credit for your foreign education in this examination.

**You must clearly specify in detail all of your relevant education and experience on your Education and Experience Test and submit it by the end of the Application Period.** You will **not** receive credit for education which you obtain after June 30, 2015 or experience which you obtain after the end of the Application Period.

**Residency:** City residency is not required for this position.

**English Requirement:** You must be able to understand and be understood in English.

**Proof of Identity:** Under the Immigration Reform and Control Act of 1986, you must be able to prove your identity and your right to obtain employment in the United States prior to employment with the City of New York.

**Assignment of Duties:** Section 424-a of the NYS Social Services Law requires an authorized agency to inquire whether a candidate selected for employment who will have regular and substantial contact with children is, or has been, the subject of an indicated child abuse and maltreatment report on file with the Statewide Central Register for child abuse and maltreatment. Statewide Central Register checks will be obtained as part of the background screening process for selected candidates. Candidates who have been the subject of an indicated child abuse and maltreatment report may not be hired or assigned to any position that requires regular and substantial contact with children.

**The Protection of People with Special Needs Act:** Article 20 of the NYS Executive Law and Article 11 of the NYS Social Services Law require an authorized agency to inquire whether a candidate selected for employment to a position with the potential for regular and substantial contact with vulnerable persons with special needs has been found responsible for serious or repeated acts of abuse and neglect through a check of the Staff Exclusion List maintained by the NYS Justice Center for the Protection of People with Special Needs. Candidates who have substantiated/indicated cases on file with the Staff Exclusion List will not be hired or assigned to such a position.

**REQUIRED INFORMATION:**

- 1. Application for Examination:** Follow the online instructions, including those relating to the payment of fee and, if applicable, those found in the Special Circumstances Guide.
- 2. Education and Experience Test:** Fill out **Sections A.1 (if applicable), A.5, A.6, B, C (if applicable), and D (if applicable)**. This test must be filled out completely and in detail for you to receive your proper rating. Follow the online instructions.
- 3. Foreign Education Evaluation Guide (Required only if you need credit for your foreign education to meet the education and experience requirements):** If you were educated outside the United States, you must have your foreign education evaluated to determine its equivalence to education obtained in the United States. The services that are approved to make this evaluation are listed on the Foreign Education Evaluation Guide located on the DCAS website at [www.nyc.gov/html/dcas/downloads/pdf/misc/foreigneducation.pdf](http://www.nyc.gov/html/dcas/downloads/pdf/misc/foreigneducation.pdf). When you contact the evaluation service, ask for a "**course-by-course**" evaluation (which includes a "document-by-document" evaluation) of your foreign education. You must have one of these services submit its evaluation of your foreign education directly to the Department of Citywide Administrative Services no later than eight weeks from the last date for applying for this examination.

**THE TEST:** Your score will be determined by an education and experience test. You will receive a score of 70 points for meeting the education and experience requirements listed above. After these requirements are met, you will receive additional credit up to a maximum of 100 points on the following basis:

**If you have satisfactory full-time experience in clinical psychology, counseling psychology, school psychology, forensic psychology, clinical health psychology or neuro-psychology for:**

**You will receive:**

At least 1 year but less than 2 years	15 points
At least 2 years but less than 3 years	20 points
3 or more years	25 points

**If you possess a valid license as a Psychologist issued by the New York State Education Department, you will receive 5 points.**

Externships are part of a doctoral program and will **not** be accepted for additional credit. Experience gained **prior** to admission into the required graduate program will also **not** be accepted for additional credit.

You will receive a maximum of one year of experience credit for each year you worked. If you have any of the above experience on a part-time basis, it will be credited according to the equivalent percent of full-time experience. **Education and experience used to meet the minimum requirements cannot be used to gain additional credit.**

**You must clearly specify in detail all of your relevant education, experience, and license on your Education and Experience Test and submit it by the end of the Application Period.** You will **not** receive credit for education which you obtain after June 30, 2015 or experience and license which you obtain after the end of the Application Period.

Education must be obtained by **June 30, 2015**. Experience and license must be obtained by **the last day of the Application Period**.

**THE TEST RESULTS:** If you pass the education and experience test, your name will be placed in final score order on an eligible list and you will be given a list number. You will be notified by mail of your test results. If you meet all requirements and conditions, you will be considered for appointment when your name is reached on the eligible list.

**CHANGE OF MAILING AND/OR EMAIL ADDRESS:** It is critical that you promptly notify DCAS of any change to your mailing address and/or email address. You may miss important information about your exam(s) or consideration for appointment, including important information that may require a response by a specified deadline, if we do not have your correct mailing and/or email address. Change of mailing and/or email address requests submitted to any place other than DCAS, such as your Agency or to the United States Postal Service will NOT update your records with DCAS. To update your mailing and/or email address with DCAS, you must submit a change request by mail or in person. Your request must include your full name, social security number, exam title(s), exam number(s), old mailing and/or email address, and your new mailing and/or email address. Your request can be mailed to DCAS Records Room, 1 Centre Street, 14<sup>th</sup> Floor, New York, NY 10007 or brought in person to the same address Monday through Friday from 9AM to 5PM.

**ADDITIONAL INFORMATION:**

**Selective Certification for Licensure:** If you have a valid license as a Psychologist issued by the New York State Education Department, you may be considered for appointment to positions requiring this license through a process called Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring this license. If you wish to apply for this Selective Certification, state "PVL" in Section D of the Education and Experience Test. Your license will be checked by the appointing agency at the time of appointment. **This license must be maintained for the duration of your employment.**

**Selective Certification to Fill Certain Positions in NYC Correctional Facilities:** If you have two years of satisfactory full-time experience, gained after obtaining a doctoral degree in psychology, providing professional mental health services to inmates in a correctional setting and/or working with a criminal justice population (including parole/probation), you may be considered for appointment to positions at the Department of Correction requiring this experience through a process called Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring this experience. If you wish to apply for this Selective Certification, state "DOC" in Section D of the Education and Experience Test. Your experience will be checked by the appointing agency at the time of appointment.

**The above Selective Certification requirements may be met at anytime during the duration of the list.** If you meet this requirement at some future date, please submit a request by mail to: DCAS Bureau of Examinations - Exam Development Group, 1 Centre Street, 14<sup>th</sup> Floor, New York, NY 10007. Please include the examination title and number, your social security number, and the Selective Certification you are requesting on your correspondence.

**Application Receipt:** You will be emailed a receipt immediately after you have applied for the examination. If you do not receive this receipt, contact this agency at OASys@dcas.nyc.gov. Include your social security number and the examination number and title in your email. You will also be mailed an acknowledgment letter within three months of the last date of the application period. If you do not receive an acknowledgment letter, write to this agency, Attention: Exam Support Group, 1 Centre Street, 14<sup>th</sup> Floor, New York, NY 10007 to request verification that your application was received. Include your social security number and the examination number and title in your request.

This examination is for all City agencies and not for the Health and Hospitals Corporation (HHC). If you would like to apply for Psychologist in HHC you must submit a separate application and fee for Exam. No. 5041 from May 6, 2015 through May 26, 2015.

**PENALTY FOR MISREPRESENTATION:** Any intentional misrepresentation on the application or examination may result in disqualification, even after appointment, and may result in criminal prosecution.

**GUIDE TO COMPLETING THE EDUCATION AND EXPERIENCE TEST**

**Note:** You must clearly specify in detail all of your relevant education, experience, and license on your Education and Experience Test and submit it by the end of the Application Period. You will not receive credit for education which you obtain after June 30, 2015 or experience and license which you obtain after the end of the Application Period.

If you possess a valid license as a Psychologist issued by the New York State Education Department by May 26, 2015, fill out **Section C** of the Education and Experience Test completely. Possession of a valid license as a Psychologist issued by the New York State Education Department is evidence of meeting the minimum qualification requirements.

When completing your Education and Experience Test, you must provide the following information:

For each degree in progress or completed which you claim in **Section A.5** of the Education and Experience Test: (see the *How To Qualify* section "A" and "B (I)" above.)

- Enter the information in the *Name of Graduate School/University*, the *Address*, *State*, *Country*, the *Major (Psychology)*, *Number of Credits You Have Completed in Major*, the *Dates of Attendance*, *Date Degree Received* (or enter the Anticipated Date), and *Exact Title of Degree* fields. Select *Yes* or *No* for *Do you have a Graduate Degree*, and if *Yes*, check the *Type of Degree*. If you select *No* for a graduate degree that is still in progress, check the *Type of Degree* for the anticipated graduate degree.
- For the completion of an APA approved doctoral program in professional psychology, enter *APA Approved* in the *Exact Title of Degree* field next to the title.
- Foreign Education: If you were educated outside the United States, you must have your foreign education evaluated to determine its equivalence to education obtained in the United States. This is required only if you need credit for your foreign education in this examination. (See the *Foreign Education Evaluation Guide* section on page 3.)

For the required course work claimed in **Section A.6** of the Education and Experience Test: (see the *How To Qualify* section "B (I)" above.)

- For the *Courses* field: Enter the name of the courses in each of the following areas: personality testing, individual intelligence testing, psychopathology or abnormal psychology, and psychological and/or behavioral intervention, and the number of graduate semester credits.

For each work experience claimed in **Section B** of the Education and Experience Test towards the supervised experience requirement in the How To Qualify section "A" and "B (II)":

- For the *Title of Immediate Supervisor* field: If you were supervised by a licensed psychologist or psychiatrist, enter either *licensed psychologist* or *licensed psychiatrist* (note: if your supervisor during your time of employment was not a licensed psychologist or psychiatrist, you will not receive credit towards the supervised experience required in the How To Qualify section).
- For the *Nature of Employer's Business* field: Enter where the experience was gained (hospital, clinic, etc.), **and** if it was an internship or externship (if applicable).
  - For APA approved internships in professional psychology, enter *APA Internship*.
- For the *Describe your duties/tasks/functions* field: Enter the number of hours of experience under the supervision of a *licensed psychologist* or *licensed psychiatrist* to receive credit towards the 240 hours requirement.
- For each work experience, you must fill out all of the fields requested in **Section B** for each employment, including job title, duties/tasks/functions performed, dates of employment, number of hours worked per week, and percentage of time spent performing each duty/task/function.

For each work experience claimed in **Section B** of the Education and Experience Test towards the additional credit in The Test section:

- For each work experience, you must fill out all of the fields requested in **Section B** for each employment, including job title, duties/tasks/functions performed, dates of employment, number of hours worked per week, and percentage of time spent performing each duty/task/function.

For each **Selective Certification** for which you wish to apply:

- If you possess a valid license and/or have special experience applicable to this exam listed as Selective Certifications in this Notice of Examination, indicate each Selective Certification you qualify for in **Section D**. Please refer to the above Selective Certification paragraphs in the "Additional Information" section for a complete list of all Selective Certifications offered for this exam. **Your license and/or special experience will be checked by the appointing agency at the time of appointment.**

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The General Examination Regulations of the Department of Citywide Administrative Services apply to this examination and are part of this Notice of Examination. They are posted and copies are available at [nyc.gov/dcas](http://nyc.gov/dcas) and at the DCAS Computerized Testing & Applications Centers.

The City of New York is an Equal Opportunity Employer.  
Title Code No. 52110; Psychologist Occupational Group

For information about other exams, and your exam or list status, call 212-669-1357.  
Internet: [nyc.gov/dcas](http://nyc.gov/dcas)