

# THE LEP WORKSHOP

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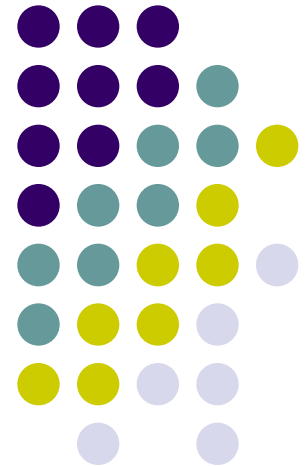
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Licensed Educational Psychologist, NCSP

President and CEO

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CASP Convention 2017

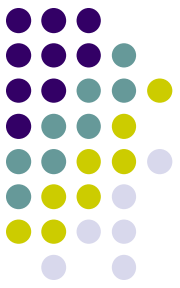




# Learning Objectives

- Understand the LEP license and its applications
- Gain insight into the LEP Exam
- Review focus points of the LEP Exam
- Review test taking strategies
- Learn how to set up a private practice

# What is a Licensed Educational Psychologist?



- The LEP is governed by the Board of Behavioral Sciences
- All information can be found on the BBS website [www.bbs.ca.gov](http://www.bbs.ca.gov)
- The BBS is responsible for consumer protection through the regulation of
  - Marriage and Family Therapists (MFT)
  - Licensed Clinical Social Workers (LCSW)
  - Licensed Educational Psychologists (LEP)
  - Licensed Professional Clinical Counselors (LPCC)
  - MFT Interns
  - Associate Clinical Social Workers (ASW)

# What is a Licensed Educational Psychologist?



- The practice of educational psychology is the performance of any of the following professional functions pertaining to academic learning processes or the education system or both

# What is a Licensed Educational Psychologist?



- (a) Educational evaluation.
- (b) **Diagnosis** of psychological disorders related to academic learning processes.

# What is a Licensed Educational Psychologist?



- (c) Administration of diagnostic tests related to academic learning processes including tests of academic ability, learning patterns, achievement, motivation, and personality factors.
- (d) Interpretation of diagnostic tests related to academic learning processes including tests of academic ability, learning patterns, achievement, motivation, and personality factors.

# What is a Licensed Educational Psychologist?



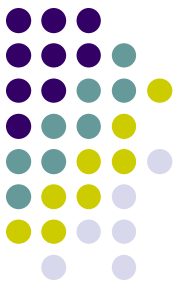
- (e) Providing psychological **counseling** for individuals, groups, and families.
- (f) Consultation with other educators and parents on issues of social development and behavioral and academic difficulties.

# What is a Licensed Educational Psychologist?



- (g) Conducting psychoeducational assessments for the purposes of identifying special needs.
- (h) Developing treatment programs and strategies to address problems of adjustment.
- (i) Coordinating intervention strategies for management of individual crises.





# Qualifications of the LEP

- **Education**

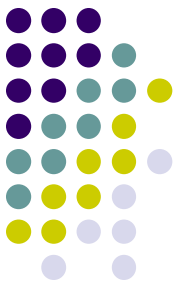
- In order to qualify for LEP licensure, applicants must possess, at minimum, a master's degree in psychology, educational psychology, school psychology, counseling and guidance, or a degree deemed equivalent by the BBS. This degree must be obtained at a university accredited by one of the following accrediting bodies:
  - Western Association of Schools and Colleges
  - Northwest Association of Secondary and Higher Schools
  - Middle States Association of Colleges and Secondary Schools
  - New England Association of Colleges and Secondary Schools
  - North Central Association of Colleges and Secondary Schools
  - Southern Association of Colleges and Schools
- Applicants must successfully complete 60 semester hours of postgraduate work in pupil personnel services.



# Qualifications of the LEP

- **Experience**

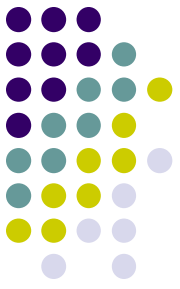
- Applicants must complete three years of full time experience (or the equivalent to three years of experience) working as a school psychologist. The three years of required experience may be satisfied as follows:
  - 1. Two years of full time (or equivalent) experience as a credentialed school psychologist in public schools. This experience can be unsupervised and needs to be obtained in the most recent six years from the time a person applies for licensure.
- AND
  - 2. A. One year of supervised professional experience in an accredited school psychology program
- OR
  - 2. B. One year of full time (or equivalent) experience as a credentialed school psychologist in public schools obtained under the direction of a licensed educational psychologist or a licensed psychologist. The experience in 2A and 2B can be older than six years from the time a person applies for examination eligibility.



# Qualifications of the LEP

- **Examination**

- Once eligible to take the LEP Written Examination, applicants will receive a *LEP Written Examination Candidate Handbook*. On the back of this handbook will be the deadline by which the applicant must take the exam. An applicant must take the exam at least once a year until he or she passes.
- Upon passing the LEP Written Examination, the applicant will submit an application for LEP initial licensure. This application will be available at the test site center. Once the Board processes this form, the applicant will receive an LEP license number.



# Qualifications of the LEP

- Licenses are valid for 2 years
- Your birthday is used as the validation date
- Initial license is valid from the date you submit your application once you have passed the exam, until your birthday, not to exceed 2 years
  - If your birthday is in February, and you pass the exam in August of 2015, your license will expire in February of 2017
- LEPs are required to complete 36 CE hours every two years to renew their license, plus pay the renewal fee
  - 6 hours of Law and Ethics each renewal period
  - 7 hours of Child Abuse Assessment (one time only)
  - 15 hours of Alcohol and other Chemical Substance Dependency (one time only)

# BBS Valid Licensee Statistics



License Type	Total Number
Associate Clinical Social Worker (ASW)	15,885
MFT Interns (IMF)	19,376
Licensed Clinical Social Workers (LCSW)	24,656
Licensed Educational Psychologists (LEP)	2,207
Licensed Marriage and Family Therapists (LMFT)	40,984
Licensed Professional Clinical Counselor (LPCC)	1,436
Professional Clinical Counselor Interns (PCCI)	2,439

# LEP Exam Development



- Occupational Analysis
  - An occupational analysis is a method for identifying the tasks performed in a profession or on a job and the knowledge, skills, and abilities required to perform that job.
  - The results of an occupational analysis are used to form an examination plan.
  - An examination plan consists of content areas. Each content area describes examination content in terms of the task statements and knowledge gathered during the occupational analysis.
  - An Occupational Analysis is currently being conducted to update the LEP Exam
- Pass/Fail Standards
  - A criterion-referenced passing score methodology is used.
  - Differentiates between a qualified and unqualified licensure candidate.
  - The passing score is based on a minimum competence criterion that is defined in terms of the actual behaviors that qualified MFTs/LCSWs/LEPs would perform if they possessed the knowledge necessary to perform job duties.



# LEP Exam Content Areas

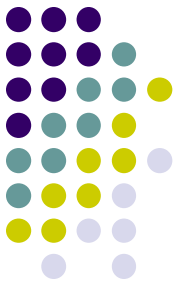
- I. **Assessment** - 32%
  - Intake
    - Referral questions, determining client needs
  - Assessment Plan Development
    - What to give and why
  - Assessment Process
    - How to give tests
    - Purpose of tests
    - Knowledge of age ranges, scoring, validity, reliability data, etc.
  - Interpretation and Diagnosis
    - Interpretation, relating assessment data to relevant recommendations, diagnosis of disorders that affect learning, behavior and performance across settings



# LEP Exam Content Areas

- II. **Communication of Results** -14%
  - Presenting Results
    - Report writing and communication of results to student, parent, staff, etc.
  - Recommendations and Implications
    - Communication of results, implications, strategies, accommodations, modifications and other needs to student, parent, staff, etc.





# LEP Exam Content Areas

- **II. Intervention - 15%**
  - Strategy Development
    - Creating systematic intervention programs
    - Focus on academics, cognitive processes, behavior, etc.
  - Teaching
    - Providing clients with information to implement recommendations
  - Direct Service
    - Knowledge of therapeutic, behavioral and academic interventions
  - Monitoring
    - Progress of academic, behavioral and psychological interventions to determine effectiveness of plan



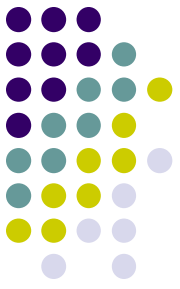
# LEP Exam Content Areas

- III. **Consultation** - 11%
  - Collaboration
    - Consultation with professionals and community resources
  - Outreach
    - Working within public and private schools
    - Working within public and private agencies
  - Resources
    - Knowledge about resources available to clients
    - Public and private
  - Transition Planning
    - Occupational inventories, post high school planning



# LEP Exam Content Areas

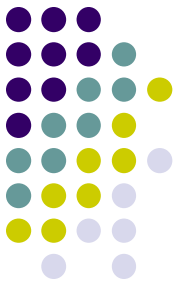
- IV. **Law** - 14%
  - Office Policies and Standards
  - Legal Mandates
- V. **Ethics** - 14%
  - Confidentiality
    - Reporting
    - HIPPA
    - Record Keeping and Storage
  - Boundaries and Disclosures
    - Taking cases within your skill set
    - Private practice within your district/SELPA
    - Advertising guidelines



# The LEP Exam

- Proctored by an independent firm at locations all over the state, and some out of state
- Exam is taken via computer
- Results are immediate
- Multiple choice format
- Exam is pass/fail
- No fewer than 100 questions
- Up to 25 pre-test/experimental questions throughout the exam, not counted against your performance
- 2 ½ hour time limit

# The LEP Exam



- Practice Questions:

What test should be used to obtain a standard score of the intellectual functioning of an 8-year old who is unable to talk and has limited hand movements?

- A. Raven's Progressive Matrices
- B. Leiter International Performance Scale
- C. Kaufman Assessment Battery for Children
- D. McCarthy Scales of Children's Abilities

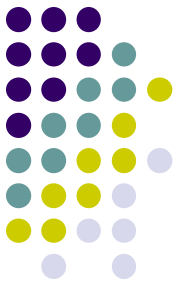


# The LEP Exam

- Answer

## A. Raven's Progressive Matrices

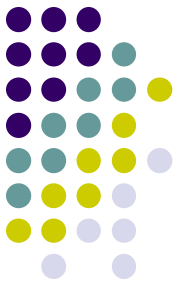
# The LEP Exam



- Practice Questions:

Which of the following treatments are recommended for managing Attention-Deficit/Hyperactivity Disorder?

- A. EEG Biofeedback, sensory integration training, and parent counseling
- B. EEG Biofeedback, sensory integration training, and removal of sugar and food additives
- C. Behavior management methods, stimulant medication, and parent counseling
- D. Behavior management methods, stimulant medication, and removal of sugar and food additives



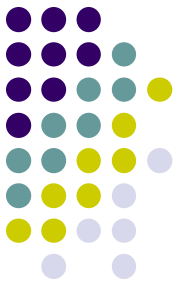
# The LEP Exam

- Answer

C. Behavior management methods, stimulant medication, and parent counseling



# The LEP Exam



- Practice Question

Why should parents be given detailed feedback following the completion of a psychological assessment of their child?

- A. To provide the rationale for a special education placement decision.
- B. To encourage parents to take a more active role in their child's education in the future.
- C. To explain how social and emotional functioning is related to academic achievement.
- D. To maximize intervention success through increasing participation with recommendations.

# The LEP Exam



- Answer

D. To maximize intervention success through increasing participation with recommendations.

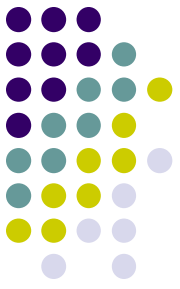
# The LEP Exam



- Practice Question

A right-handed 14-year-old student with a seizure disorder and no other health problems recently had a neuropsychological evaluation. The student's school asked an LEP to review the evaluation report and help them utilize the information. The report indicates impaired right-hand performance. An IQ test was not administered; however, all other evaluation results were within normal limits. What academic implications are inferred by these results?

- A. The student has impaired language functioning and will primarily require extensive academic assistance with reading, spelling, writing, and note-taking.
- B. The student has impaired visual-spatial functioning and will primarily require extensive academic assistance with reading, spelling, writing, and note-taking.
- C. The student has impaired language functioning, and will primarily require extensive academic assistance with math, nonverbal communication, science, and note-taking.
- D. The student has impaired visual-spatial functioning and will primarily require extensive academic assistance with math, nonverbal communication, science, and note-taking.



# The LEP Exam

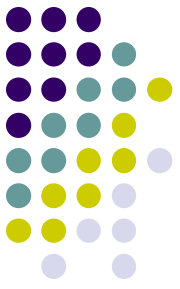
- Answer

A. The student has impaired language functioning and will primarily require extensive academic assistance with reading, spelling, writing, and note-taking.



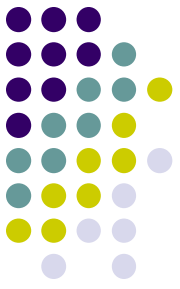
# Taking the LEP Exam

- Remember your test taking strategies
  - Multiple choice test
  - Eliminate obvious wrong answers
  - Pace yourself, be aware of the time
  - There are both short questions, and longer, scenario questions
  - Use relaxation techniques
    - Deep breathing
    - Visualization



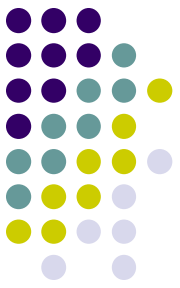
# Taking the LEP Exam

- BBS says your knowledge and experience should be enough to pass the exam
- Use common sense
- Your first reaction is usually correct. Do not over think it!
- Brush up on Content Areas you are less comfortable with
  - Break out your Grad School text books



# Taking the LEP Exam

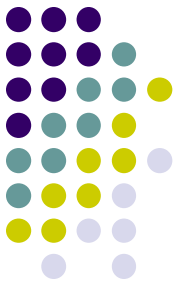
- Do not let your ego get in the way!
  - You may not agree with some of the answers
    - This will be most evident in the ethics section, most likely with mandated reporting and confidentiality
      - <http://teenhealthlaw.org/wp-content/uploads/2015/10/CaMinorConsentConfChartFull11-11.pdf>
      - <http://teenhealthlaw.org/wp-content/uploads/2015/12/Ca-MinorConsentConfidCAR-20164thed.pdf>
    - Focus on how the test wants you to answer
- Think in terms of private practice, not as a school practitioner



# Applications of the LEP

- School Psychology; Public & Private
  - May equate to a pay raise, check with your district
  - May allow you to conduct IEEs within your SELPA
  - Some parents request LEPs for assessment
    - Yes, that could mean more work for you....
  - You may be called in to help with “Hot Cases”
  - May make you marketable enough to work in a private school





# The LEP Exam

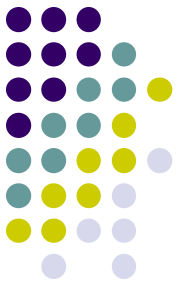
- LEP Eligibility Application Website:
  - <http://www.bbs.ca.gov/pdf/forms/lep/lepapp.pdf>
- LEP Written Examination Candidate Handbook Website:
  - [http://www.bbs.ca.gov/pdf/publications/lep\\_swhbk.pdf](http://www.bbs.ca.gov/pdf/publications/lep_swhbk.pdf)
- Board of Behavioral Sciences
  - <http://www.bbs.ca.gov>



# Setting up a Private Practice

- Examples of services an LEP can provide
  - Individual counseling
  - Group counseling
  - Family counseling
  - Private assessment
  - IEEs
  - Public assessment
  - Contract work
  - Public and private consultation
  - Speaking engagements
  - Advocacy

# Setting up a Private Practice



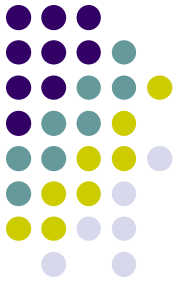
- Things to think about
  - Part-time or Full-time?
    - Very few LEPs have a Full-time practice
  - If part-time, how and where?
    - Ethical issues of working within your SELPA
    - Get permission from your SPED & SELPA Directors
    - Be sure to have clear directives on what you can and cannot do within your district/SELPA
    - Use of public facilities/equipment
    - How do you market yourself and get clients within your district/SELPA?

# Setting up a Private Practice



- Full Time Practice
- Define what you are trying to accomplish
  - Professional goals
  - Mission and Vision Statements
  - Scope of your practice
    - Assessment, counseling, consultation
      - All, some?
      - What else do you want to do?

# Mission and Vision Statements



**CREATING MISSION & VISION STATEMENTS** 2

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**MISSION STATEMENT (WHY YOU EXIST)**  
 A one-sentence statement describing the reason an organization or program exists  
 This should be a practical, tangible tool you can use to make decisions about priorities, actions, and responsibilities?

**NEEDS TO...**

- ...be clear and simple (most aren't)
- ...avoid elaborate language & buzz words
- ...easily explained by others
- ...not be confused with a **vision** statement
- ...be recognizably yours

**1-5 WORD ANSWERS**  
**What type of entity/program? Is this important?**  
 (e.g. a nonprofit, volunteer program, event, business, etc)

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**Why do you exist? (problem/needs)**  
 (e.g. Millions lack access to safe water)

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**What's the broadest way to describe the work?**  
 (e.g. Providing clean drinking water)

---

**For whom do you do this work?**  
 (e.g. To people without access)

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**Where do you work? (geographic boundaries)**  
 (e.g. in developing countries)

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**EXAMPLE MISSION STATEMENTS**  
 charity: water is a non-profit organization bringing clean, safe drinking water to people in developing nations.  
 HandsOn Network inspires, equips and mobilizes people to take action that changes the world.

View a list of 50 great mission statements  
<http://topnonprofits.com/mission-statements/>

**VISION STATEMENT (DESIRED END STATE)**  
 A one-sentence statement describing the clear and inspirational long-term change, resulting from your work.  
 These should be practical, tangible tools you can use to lead your group or organization in achieving quality results

**NEEDS TO...**

- ...be clear and simple (most aren't)
- ...avoid elaborate language & buzz words
- ...easily explained by those involved
- ...not be confused with a **mission** statement

**QUESTIONS TO CONSIDER**

- What needs to be changed?**  
 What are the major issues or problems?
- Why should issues be addressed?**  
 What are their costs to the involved parties?
- What are the strengths and assets?**  
 Both of org/program and those being served
- What is your dream end-state?**  
 In a perfect world, what would this look like?
- What would success look like?**  
 Specifically for this particular project/organization

**EXAMPLE VISION STATEMENTS**  
 No child in our city will go hungry to bed in the evening.  
 HandsOn Network's vision is that one day every person will discover his/her power to make a difference.

View a large list of example vision statements  
<http://topnonprofits.com/vision-statements/>

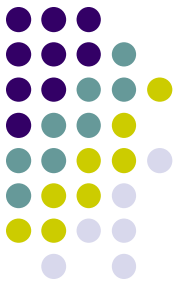
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**CREATING A VOLUNTEER MANAGEMENT PROGRAM  
 A COLLABORATION BETWEEN**

If you share this resource please link to <http://topnonprofits.com/vision-mission>

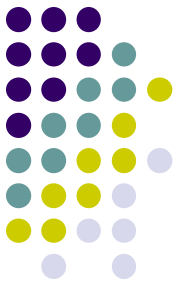
[topnonprofits.com](http://topnonprofits.com)  
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 [pointsoflight.org](http://pointsoflight.org)  
[@vankorlaar](https://twitter.com/vankorlaar)  
 [@HandsOnNetwork](https://twitter.com/HandsOnNetwork)  
 [@PointsofLight](https://twitter.com/PointsofLight)

# SWOT Analysis



SWOT Analysis Template			
State what you are assessing here (This particular example is for a new business opportunity. Many criteria can apply to more than one quadrant. Identify criteria appropriate too your own SWOT situation.)			
<b>Criteria examples</b> Advantages of proposition Capabilities Competitive advantages USPs (unique selling points) Resources, Assets, People Experience, knowledge, data Financial reserves, likely returns Marketing - reach, distribution, awareness Innovative aspects Location and geographical Price, value, quality Accreditations, qualifications, certifications Processes, systems, IT, communications	<b>Strengths</b>	<b>Weaknesses</b>	<b>Criteria examples</b> Disadvantages of proposition Gaps in capabilities Lack of competitive strength Reputation, presence and reach Financials Own known vulnerabilities Timescales, deadlines and pressures Cash flow, start-up cash-drain Continuity, supply chain robustness Effects on core activities, destruction Reliability of data, plan predictability Morale, commitment, leadership
<b>Criteria examples</b> Market developments Competitors' vulnerabilities Industry or lifestyle trends Technology development and innovation Global influences New markets, vertical, horizontal Niche target markets Geographical, export, import New USPs Tactics: eg, surprise, major contacts Business and product development Information and research Partnerships, agencies	<b>Opportunities</b>	<b>Threats</b>	<b>Criteria examples</b> Political effects Legislative effects Environmental effects IT developments Competitor intentions - various Market demand New technologies, services, ideas Vital contracts and partners Sustaining internal capabilities Obstacles faced Insurmountable weaknesses Loss of key staff Sustainable financial backing Economy - home, abroad Seasonality, weather effects

# 1 Page Business Plan





## The One-Page Business Plan

Answer each question with one or two short sentences.

<b>OVERVIEW</b> What will you sell?	<b>HUSTLING</b> How will customers learn about your business?
_____	_____
_____	_____
Who will buy it?	How can you encourage referrals?
_____	_____
_____	_____
How will your business idea help people?	<b>SUCCESS</b> The project will be successful when it achieves these metrics:
_____	Number of customers
_____	_____
<b>KA-CHING</b> What will you charge?	_____
_____	or
How will you get paid?	Annual net income
_____	_____
_____	(or other metric)
How else will you make money from this project?	<b>OBSTACLES / CHALLENGES / OPEN QUESTIONS</b> Specific concern or question #1
_____	_____
_____	Proposed solution to concern #1
_____	_____
_____	_____

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# Setting up a Private Practice



- **Business Plan**
  - Take business classes
  - Partner with a business professional
  - Read business books
  - Take the time to create a business plan
- **Business Model**
  - Individual, Sole Proprietorship, LLC, S-Corporation
- **Payment from clients**
  - To take insurance, or not to take insurance, that is the question....
  - Many insurance companies do not know about the LEP, or know what to do with the license as it pertains to providing services



# Insurance



- You will need to inquire with the various insurance companies if you are eligible to apply to be on their insurance panel, ie Blue Cross, Aetna, etc.
- If I do not accept insurance, you should provide “superbills” for reimbursement for clients with insurance that covers out of network providers.
- Superbill should include your National Provider ID, Federal Tax #, ICD-10 Diagnosis Code, and CPT Code.
  - National provider ID: <https://nppes.cms.hhs.gov/>
  - Federal Tax # (EIN): <https://sa1.www4.irs.gov/modiein/individual/index.jsp>
  - ICD-10 diagnosis codes can be found in the latest DSM-5
  - CPT Codes: These are procedure codes for the service you provide. The most common ones you’ll use are:
    - 96101 – psychological testing – includes testing, interviewing, observations, interpretation, and report writing
    - 90832 – individual counseling – 30 minutes
    - 90834 – individual counseling – 45 minutes
    - 90837 – individual counseling – 60 minutes
    - 90853 – group counseling
- If you are not accepting insurance and providing a superbill, make it clear to your clients BEFORE providing service that you cannot guarantee they will be reimbursed by their insurance company for your services or how much they would be reimbursed. Advise them to contact their insurance company prior to beginning service to find out those details. Also, clients should be notified that superbills contain some confidential information such as diagnosis and treatment provided.

# Setting up a Private Practice



- Marketing
  - Brand recognition
  - Promoting yourself and your business
  - Getting clients
  - Print advertising
  - Word of mouth
  - Networking Opportunities
    - Groups
    - Committees
    - Chamber of Commerce

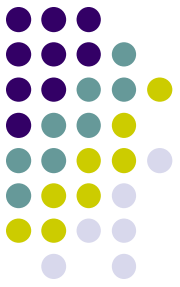
# Setting up a Private Practice



## ● Marketing

- Website
- Social Media – LinkedIn, Twitter, Facebook, Instagram, etc.
- Blog, Journals, Books
- Professional directories – Psychology Today, Google Business, etc.
- Partnering with other LEPs, mental health providers, educational therapists, OTs, speech pathologists, etc.
- If you are going to provide private assessments, make sure you have two or three really solid sample assessment reports to provide
- Give free presentations and workshops – online or in person
- Podcasts
- Youtube videos

# Setting up a Private Practice



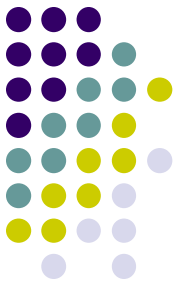
- Financing
  - Start up capital
    - Assessment equipment, computers, office supplies, liability insurance
  - Working with a business bank
  - Line of credit/loans
- Office Space
  - Rent space, or work from home?
  - Your own office, or sub-let?

# Setting up a Private Practice

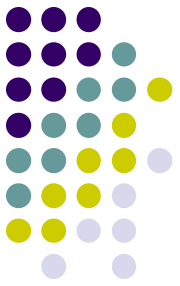


- The Ugly Truth
  - Prepare for hard work
  - Many businesses fail within their first year
  - After year one, businesses are in “survival” mode until year five
  - Businesses typically begin to thrive after five years
    - The five year mark is when small businesses usually have their start-up loans paid off
  - Prepare to supplement your income for the first two to three years as your practice develops

# Setting up a Private Practice



- Cost/Benefit Ratio
  - You are your own boss
  - There is no more guaranteed income, benefits, or vacation time
  - You get to set your own hours
  - There is a lot of evening work, as the majority of your clients will be school aged students
  - Allows you to do the parts of the job that you enjoy the most
  - Fewer IEP meetings!!!



# Questions and Answers

- Thanks for coming, it has been a pleasure!

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