



Louisiana Licensed Professional Counselors Board of Examiners

Appraisal Privilege Designation Application Guidelines

The following guidelines are designed to help you with the application process.

In order to apply for the appraisal privileging designation, coursework in the content areas listed below must be completed.

1. Statistics
2. Sampling theory
3. Test construction
4. Test and measurements
5. Individual differences
6. Practicum with appraisal instruments/ supervised practice with appraisal instruments

The applicant must submit an official transcript issued directly to the board from a regionally accredited institution of higher learning indicating graduate-level coursework completed in the required content areas.

The applicant will need to specify from their official transcript the content areas covered in each graduate course. The applicant is encouraged to provide any information which will help the Board to review the application; however, the Board is not able to accept unsupported claims by the applicant in lieu of documentation. For example, claims such as "I covered statistics in ASSESSMENT SYMPOSIUM, ED 622. The Board cannot assume from the course title that said content area(s) were taught. For example, a course listed as Advanced Statistical Methods indicates a clear relationship between the course and content area 1. However, a course titled Research Methods would not be acceptable without additional documentation to demonstrate the content covered in the course. Additional documentation could include:

- course syllabus,
- catalogue evidence must include photocopies of the relevant
- course descriptions and of the title page of the catalogue, or
- statement from the course professor

Experience with administering the appraisal privileging rule has shown that some specific types of courses meet training area content requirements even though the course titles may not immediately suggest such a match. Please see the courses below that could satisfy the Content Area requirements:

Content Area	Course Title
Statistics	Research Statistical Methods
Sampling Theory Test Construction Test and Measurements	Psychometrics Test and Measurements Assessment Appraisal Analysis of the Individual
Individual Differences	Abnormal Psychology Personality Cross Cultural Abnormal Behavior Assessment Appraisal

Supervised Practice with Appraisal Instruments:

The applicant has the option of using graduate-level or post graduate experience to meet the clinical training requirement.

The Board must receive evidence or documentation that indicates that appraisal instruments were administered by the applicant during a course or post graduate experience. If applicant is utilizing a practicum course, additional documentation may need to be submitted to demonstrate appraisal instruments that were administered by the applicant, which include a course catalogue description or letter.

A letter offered as documentation of training must meet the following requirements:

- Issued by a credible source (onsite faculty member or supervisor) qualified to provide such documentation.
- Indicates the site where appraisal instruments were administered, timeframe and dates of administration, and types of assessments administered.
- The letter or other documentation describes the applicant's participation and successful completion of the administration of appraisal instruments, including the types of appraisals and supervision received in interpretation of the instruments.

The letter must address the learning experience during which an individual demonstrates to the satisfaction of an evaluator qualified to make such a judgment the ability to competently and ethically administer, score, and interpret a formal appraisal instrument.