

How to Request a Certified Statement of Registration for a License

Please follow the instructions below to Request a Certified Statement of Registration for a License on the external site.

Step 1: Sign into the external site.

Step 2: If you have NOT already linked a license to this account, you may skip this step.

Select the **View Other Types** button on the **Other License, Certification, and Registration Types** card at towards bottom of the page.

The screenshot shows two cards. The top card is titled 'Psychologist License' and contains the text 'You currently have:' followed by a bulleted list: '• You do not hold any Psychologist Licenses.' and '• You have submitted 1 application(s) for review.' A 'Show Details' button is located in the bottom right corner of this card. The bottom card is titled 'Other License, Certification and Registration Types' and contains the text 'To apply for other licenses, certifications, or registrations click the 'View Other Types' button below.' A 'View Other Types' button is located in the bottom right corner of this card and is highlighted with a red rectangular box.

Step 3: Select **View More** from the **Request a Certified Statement of Registration** card towards the top of the page.

The screenshot shows two cards. The top card is titled 'Link License' and contains the text 'If you are currently licensed or have held a license in the past and you must link your license to your account first by clicking the "Link License to my Account" button below.' A 'Link License to my Account' button is located in the bottom right corner of this card. The bottom card is titled 'Request a Certified Statement of Registration' and contains a 'View More' button in the bottom right corner.

Step 4: Select **Start Application** from the **Certified Statement of Registration Request Card**.

The screenshot shows two cards. The top card is titled 'Link License' and contains the text 'If you are currently licensed or have held a license in the past and you must link your license to your account first by clicking the "Link License to my Account" button below.' A 'Link License to my Account' button is located in the bottom right corner of this card. The bottom card is titled 'Certified Statement of Registration Request' and contains a 'Start Application' button in the bottom right corner.

Step 5: Complete the application, pay, and submit.