

OREGON PUBLIC SAFETY PRE-EMPLOYMENT PSYCHOLOGICAL EVALUATION EVALUATOR CREDENTIAL VERIFICATION CHECKLIST

Prepared for Oregon Public Safety Hiring Agencies · Mary Hoisington, LMFT | Oregon License T1515

PURPOSE

Oregon public safety agencies rely on pre-employment psychological evaluations to support hiring decisions that require sound judgment, safety, and public trust. This checklist provides a structured due diligence framework for agencies to confirm (1) that the evaluator holds appropriate licensure under Oregon law or applicable state licensing authority; and (2) the evaluation process includes the minimum requirements established under the current Department of Public Safety Standards and Training (DPSST) administrative rule for covered disciplines. It is designed to help agencies document compliance, reduce preventable regulatory exposure, and support defensible selection decisions.

Agencies are encouraged to independently confirm the following prior to engagement or contract renewal with an Oregon pre-employment psychological evaluator.

A. LICENSURE VERIFICATION

Evaluator Name: _____

License Type (as defined in DPSST rule for “Licensed Mental Health Professional”):

- Physician with a specialty in psychiatry (MD/DO)
- Psychologist
- Mental health professional licensed by the Oregon Board of Licensed Professional Counselors and Therapists (LPC or LMFT)

License Number: _____

License status verified as Active (or equivalent good standing): Yes No

Official Oregon license verification links:

Oregon Medical Board (MD/DO): <https://omb.oregon.gov>

Oregon Board of Psychology (Psychologist): <https://obop.us.thentiacloud.net/webs/obop/register/#>

Oregon Board of Licensed Professional Counselors and Therapists (LPC, LMFT):
<https://oblpcct.us.thentiacloud.net/webs/oblpcct/register/#>

Licensure is considered verified for purposes of this checklist when the evaluator’s license is shown as Active (or equivalent current status) on the issuing board’s official license lookup.

Date Verified: _____ Verified By: _____

Optional: Copy/printout of license retained in vendor file

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B. EVALUATOR QUALIFICATION STANDARD

- Evaluator qualifications reviewed and accepted by the hiring agency under DPSST rule (demonstrated expertise in clinical assessment and normal personality assessment relevant to public safety selection).

C. MINIMUM REQUIRED EVALUATION ELEMENTS (DPSST RULE)

The pre-employment psychological evaluation must include:

- A written psychological test battery relevant to the psychological evaluation criteria established by the hiring agency
- An assessment of the applicant's tendencies, feelings and opinions toward diverse cultures, races and ethnicities and differing social, political, economic, and life statuses
- A clinical interview conducted by the licensed mental health professional
- A report provided by the licensed mental health professional in the manner requested by the hiring agency
- The evaluation conforms with applicable ADA standards (per OAR)
- The evaluation is within one year of the hire date

Agency documentation note: DPSST background investigation documentation must include the evaluator's name, license number, and a description of the diversity-assessment component.

D. TITLE/CREDENTIAL REPRESENTATION (IF APPLICABLE)

Evaluator uses the title "psychologist" in connection with these services: Yes No

- If Yes: psychologist licensure verified as Active with the Oregon Board of Psychology (and title use consistent with Oregon law)
- Evaluator's public-facing title and credentials are consistent with the verified license

Aligned to DPSST minimum standards in OAR 259-008-0010(11), OAR 259-008-0011(10), and OAR 259-008-0015 as published in the Oregon Administrative Rules Compilation (effective January 05, 2026).

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AGENCY VERIFICATION RECORD

Completed By: _____

Date: _____ Signature: _____

Disclaimer: This checklist is an independent due diligence tool and is not a DPSST form, directive, or endorsement. It is provided for general informational purposes only and is not legal advice. Agencies remain responsible for conducting independent reviews of applicable laws/rules and for consulting with counsel as appropriate.