Oklahoma State Board of Examiners of Psychologists
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REQUEST FOR INQUIRY

The Mission of the Oklahoma State Board of Examiners of Psychologists is to protect the public by regulating the practice of psychology and behavior analysis in Oklahoma to ensure that only properly qualified psychologists and behavioral analysts practice in the state and that the professions as a whole are conducted in the public's best interest.

The Procedure for Filing and Investigating a Request for Inquiry

The Board's regulatory authority is established under the Psychologists Licensing Act, 59 O.S. §§ 1351–1376, and 59 O.S. § 1928, as amended by Senate Bill 1557 (2026), which transfers regulatory oversight of behavior analysts to the Board effective November 1, 2026. The Board administers and enforces the applicable statutes and administrative rules governing each profession.

For purposes of this document, the term *licensee* refers to an Oklahoma-licensed Psychologist, licensed Board Certified Behavior Analyst (BCBA), or licensed Board Certified Assistant Behavior Analyst (BCaBA), as applicable. The Board receives and reviews requests for inquiry concerning alleged violations of applicable licensing laws, professional standards, ethical requirements, and administrative rules.

Filing a Request for Inquiry
A request for inquiry should be submitted in writing, signed, notarized, and filed with the Board. The request should identify the psychologist or behavior analyst involved and provide a factual description of the alleged conduct, including relevant dates, circumstances, and supporting documentation when available. *Authority: OAC 575:1-1-3(b)(1).*

Under OAC 575:1-1-3(b)(1)-(2), the Board may, in certain circumstances, consider requests that do not meet all formal filing requirements or investigate allegations that can be independently verified. These provisions expressly address investigations involving psychologists. Requests involving behavior analysts will be processed under the applicable provisions of 59 O.S. § 1928 and governing administrative rules.

A request for inquiry may provide the basis for an informal meeting with the licensee, an investigation, or other action authorized by law. The Board may provide the licensee with information concerning the allegations, consistent with applicable confidentiality requirements and procedural protections.
The Board has authority to investigate alleged violations and, when legally supported, pursue appropriate disciplinary action, including suspension, probation, revocation, or other sanctions authorized by the laws and rules governing the applicable profession.

Overview of the Investigation and Disciplinary Process
The following information provides a general overview of the Board's investigative and disciplinary procedures. Specific procedures may vary depending on the profession involved, the allegations, and applicable law.

1. **Length of the Process:** The investigation and review process may be lengthy and requires careful consideration of the information presented. The time necessary to resolve a matter depends on its complexity, the availability of evidence and witnesses, and any additional proceedings required.

2. **Initial Review and Informal Meeting:** Following receipt of a request for inquiry, the Chair or Vice-Chair may request an informal meeting with the licensee, whose participation is voluntary, and/or an investigator may be appointed. Any required Board determination will be made in accordance with applicable procedures. *Authority: OAC 575:1-1-3(b)(1), (3), and (9).*

3. **Assignment of an Investigator:** When an investigation is authorized, the Board may appoint a qualified

investigator to gather relevant information concerning the allegations. The investigator may contact the requesting party to clarify allegations, obtain supporting documents, or request additional information. *Authority for psychologist investigations: OAC 575:1-1-3(b)(3)–(5). Behavior analyst investigative authority: 59 O.S. § 1928, as amended.*

4. **Role of the Investigator:** The investigator's responsibility is to gather relevant facts and information to assist the Board in determining whether further action is warranted. The investigator may interview the requesting party, the licensee, and other individuals who may possess relevant information. The investigator does not serve as an advocate for either party and will not provide opinions regarding the merits of the allegations or the anticipated outcome of the matter. *Authority: OAC 575:1-1-3(b)(5).*

5. **Investigative Report and Probable Cause Review:** Upon completion of the investigation, the investigator submits a report for review through the Board's applicable investigative process. The matter may be reviewed by a Probable Cause Committee, who considers the investigative findings and develops a recommendation concerning the disposition of the request for inquiry. The Probable Cause Committee is an advisory body that may include the investigator, legal counsel to the Board, and other appropriate individuals. *Authority: OAC 575:1-1-3(b)(5) and (7).*

6. **Recommendation to the Board:** Following review of the investigative findings, a recommendation may be presented to the Board for consideration. The Probable Cause Committee may recommend dismissal, informal disposition, or the initiation of formal disciplinary proceedings. The requesting party and the licensee receive prior written notification of the date, time, and location of the Board meeting at which the committee's recommendation will be presented. During the presentation of the Probable Cause Committee's recommendation, neither the requesting party nor the licensee may question or be questioned concerning the substance of the matter. Questions may be submitted in writing to the representative of the Attorney General's Office following the meeting. *Authority: OAC 575:1-1-3(b)(7)–(9).*

7. **Informal Resolution or Consent Agreement:** When appropriate and legally authorized, the Board may consider resolving a matter through an informal disposition or negotiated agreement. A Consent Agreement may identify the findings of fact, applicable statutory or regulatory provisions, and any disciplinary, corrective, educational, or remedial requirements. A proposed Consent Agreement must receive the necessary approvals before becoming effective. The availability and terms of any informal resolution or Consent Agreement depend on the applicable laws and rules governing the licensee. *Authority: 59 O.S. § 1370 and OAC 575:1-1-3 and 575:1-1-4.*

8. **Formal Disciplinary Proceedings:** If the investigative findings support formal disciplinary action and the matter is not otherwise resolved, the Board may authorize the filing of a formal administrative complaint. Formal proceedings are conducted under the statutes and administrative rules applicable to the profession, together with relevant provisions of the Oklahoma Administrative Procedures Act. The licensee will receive the notice and opportunity for a hearing required by law. *Authority: 59 O.S. § 1370 and OAC 575:1-1-4.*

9. **Formal Administrative Hearing:** A formal administrative hearing provides an opportunity for the Board to consider evidence and determine whether the alleged violations have occurred. The proceeding is similar to a court hearing and may involve witness testimony, documentary evidence, and legal representation. The requesting party and other individuals with relevant information may be subpoenaed to provide testimony or produce evidence. The licensee has the right to respond to the allegations, present evidence, call witnesses, and exercise other procedural rights afforded by applicable law. *Authority for psychologists: 59 O.S. § 1370 and OAC 575:1-1-4. Additional procedural authority: Oklahoma Administrative Procedures Act, 75 O.S. §§ 250 et seq.*

10. **Board Determination and Disciplinary Action:** Following a formal hearing, the Board will evaluate the evidence and determine whether violations of applicable laws or rules have been established. If the allegations are not established, the Board may dismiss the complaint. If violations are established, the Board may impose disciplinary or corrective measures authorized by the laws governing the applicable profession. Depending on the circumstances and applicable statutory authority, these measures may include probation, suspension, revocation, or other appropriate sanctions. A licensee may seek judicial

review of a final disciplinary decision as permitted by law. *Authority: 59 O.S. § 1370; 59 O.S. § 1928, as amended; and the Oklahoma Administrative Procedures Act.*

11. **Confidentiality and Disclosure of Records:** The Board recognizes the sensitive nature of information submitted during the complaint and investigation process. Investigative materials and records are handled in accordance with applicable confidentiality laws, administrative rules, and public records requirements. Individuals submitting a request for inquiry should understand that information provided to the Board may be disclosed to the licensee or the licensee's legal representative when required or permitted by law. If formal disciplinary proceedings are initiated, relevant information, including portions of clinical records, treatment records, or other confidential documents, may become part of the administrative hearing record, subject to applicable legal protections and confidentiality requirements. The Board cannot guarantee that all information submitted in support of a request for inquiry will remain confidential throughout the disciplinary process.

Additional Information

The Board's primary responsibility is the protection of the public through the fair and consistent enforcement of Oklahoma's professional licensing laws. The filing of a request for inquiry does not guarantee that disciplinary action will be taken. Each matter is evaluated based on the information available, the applicable legal standards, and the Board's regulatory authority.

If you have questions regarding the request for inquiry process, please visit our website or email boardstaff@psychology.ok.gov.

Thank you for your interest and cooperation in supporting the Board's mission to protect the public.

Mail or E-mail the RFI Form and all supporting documentation to:

Oklahoma State Board of Examiners of Psychologists

421 NW 13th St., Suite 180

Oklahoma City, OK 73103

or

boardstaff@psychology.ok.gov

REQUEST FOR INQUIRY FORM

The Oklahoma State Board of Examiners of Psychologists is responsible for investigating allegations of potential violations of the laws and rules governing Oklahoma licensed Psychologists, licensed Board Certified Behavior Analysts (BCBA), and Board Certified Assistant Behavior Analysts (BCaBA) in Oklahoma. The Board has adopted a uniform Request for Inquiry and investigative process for both professions. Individuals submitting a Request for Inquiry must complete the form in its entirety, providing a clear, detailed, and factual description of the allegations, including relevant dates, individuals involved, and circumstances surrounding the alleged conduct. All available supporting documentation, including correspondence, records, photographs, or other relevant evidence, should be submitted with the completed form. Additional pages may be attached as necessary. The completed form must be signed, notarized, and submitted to the Board office with all supporting documentation. Incomplete submissions or insufficient information may delay the review process. Submission of a Request for Inquiry does not guarantee that an investigation will be initiated or disciplinary action will be taken.

SECTION I: PERSON FILING REQUEST FOR INQUIRY		
Full Name (First, Middle, Last):		
Address:		
Email Address:	**Day Phone:**	**Night Phone:**
All correspondence from the Board regarding this request will be sent to the email address provided on this form.		

SECTION II: PATIENT INFORMATION

Relationship to the Individual Involved in the Complaint

Please select the option that best describes your relationship to the individual receiving services or the licensee named in this complaint.

- ☐ I am the patient/client who received services.
- ☐ I am the parent or legal guardian of the patient/client.
- ☐ I am the legal custodian or authorized representative of the patient/client.
- ☐ I hold a valid Power of Attorney authorizing me to act on behalf of the patient/client.
- ☐ I am a family member or caregiver of the patient/client.
- ☐ I am a current or former employee, coworker, or professional colleague of the licensee.
- ☐ I am another healthcare professional or service provider.
- ☐ I am filing this complaint on behalf of another individual.
- ☐ I am a member of the public reporting a concern.
- ☐ Other (please specify): _____

Name of the patient/client, if different from the person submitting the complaint

Patient's Full Name (First, Middle, Last):

Patient's Date of Birth:

SECTION III: INDIVIDUAL OR ENTITY BEING REPORTED

Type of Professional Being Reported

Please select the type of professional your Request for Inquiry concerns.

- ☐ Licensed Psychologist
- ☐ Psychological Technician

☐ Board Certified Behavior Analyst (BCBA)

☐ Board Certified Assistant Behavior Analyst (BCaBA)

☐ Registered Behavior Technician (RBT)

☐ Unlicensed*/Other / Unknown (please specify): _____

**Unlicensed means an individual who is not licensed in Oklahoma but may be engaging in the practice of psychology or behavior analysis.*

Professional's Name (First, Last):	
Name of Practice, Facility, Organization:	
Address:	
Email Address:	**Phone:**

If this Request for Inquiry concerns a technician, please provide the name of the supervising psychologist or Board Certified Behavior Analyst below, if known:

Supervisor's Name (First, Last):

SECTION IV: DESCRIPTION OF ALLEGED CONDUCT OR VIOLATION

Please provide a clear, detailed description of the circumstances prompting your Request for Inquiry. Include what occurred, when and where the incident(s) took place, the individuals involved, and whether anyone was harmed or otherwise affected. Explain how the psychologist, behavior analyst, or technician's actions or conduct may have violated applicable professional standards.

You may use the space provided below or attach a separate statement. Please type or write legibly and include any supporting documentation.

SECTION V: ADDITIONAL INFORMATION	
1. Names and phone numbers of persons who may provide additional information.	
Name:	**Phone:**
Name:	**Phone:**
Name:	**Phone:**
Name:	**Phone:**
Name:	**Phone:**
2. List any materials or documents that you have included relevant to your request for inquiry.	
ITEM 1:	
ITEM 2:	
ITEM 3:	
ITEM 4:	
ITEM 5:	
3. Have you sought mediation or any other avenue for resolution? ☐ YES ☐ NO **If yes, please describe:**	
4. What action would you like the Psychology Board to take?	
5. Are you willing to give a sworn statement concerning the request for inquiry and/or testify at a Board Hearing in Oklahoma City? ☐ YES ☐ NO	

CERTIFICATION, ACKNOWLEDGMENT, AND NOTARIZATION

I certify that all information which I have given herein to be true, correct, and complete to the best of my knowledge.

I understand that the Oklahoma Board of Examiners of Psychologists may provide a copy of the request for inquiry to the individual(s) inquired about and I understand the Board may give copies of this information to anyone who submits a public records request pursuant to Oklahoma Statute.

_____ _____

Signature Date

STATE OF _____)

COUNTY OF _____)

Before me, the undersigned authority personally appeared_____ who, after being duly sworn, deposes and says that the foregoing (and any attached statement) is true and correct to the best of his/her knowledge and belief.

Subscribed and sworn to or affirmed before this ____ day of _____, _____.
Month Year

_____
Notary Public

My commission expires on _____

(Seal)