



# STANDARD APPLICATION FORM CC-AASP

APPLICATION DATE:

## A. BACKGROUND INFORMATION

Last Name:

First Name:

Middle Initial:

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Current Position:

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Home Address:

Business Address:

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Home Phone:

Business Phone:

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Preferred Mailing Address: Home  Business

Email Address:

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Current member of AASP: Yes  No

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## B. EDUCATION (list all universities/colleges attended, beginning with undergraduate college education)

Name of Institution	Degree/Specialization	Dates Attended (From/To)

Dissertation Title:

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Dissertation Advisor:

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## C. COURSE OF STUDY

List courses completed under the appropriate criterion below. If additional space is needed, please list coursework by criterion on a separate page. Verification (e.g., official transcripts) of the successful completion of each course is required. Unless otherwise specified, a minimum of 1 three-credit semester course (or four-credit quarter course) is required to satisfy the requirements for each criterion. Except for courses satisfying the requirements for C1, each course is eligible to satisfy the requirements of only one criterion. Pass/fail courses are not eligible to satisfy the criteria requirements (unless documentation provided indicates course was not offered for a grade). Courses taught are not eligible to satisfy the criteria requirements. Up to four upper-division undergraduate courses may be substituted for graduate courses, unless specifically designated as “graduate only”. An upper-division course is one that is designated by the university to be at the junior/senior level. Please indicate the courses that are undergraduate level by placing “UG” under the course number column. Criterion marked with an \* refer to graduate coursework only. Where the course title is not indicative of the content, a course syllabus should be provided. If a course syllabus is not available, additional documentation (e.g., catalog course description, letter from the instructor detailing the course content) is necessary. Where independent studies are listed, additional documentation (e.g., course syllabus, letter from faculty member supervising independent study) describing and confirming the course content/focus must be provided.

### C1. PROFESSIONAL ETHICS AND STANDARDS\*

This requirement MUST be satisfied through coursework in professional PSYCHOLOGICAL ethics that covers topics such as APA, ACA, and/or AASP ethical guidelines and standards of practice. This requirement CANNOT be satisfied with coursework in sport ethics. The requirement can be satisfied by (a) completing one course on these topics or (b) completing multiple courses in which these content areas comprise parts of the courses. For option (b), the content must be equivalent to 1 three-credit semester course (i.e., 40-45 classroom hours), and syllabi from all courses listed must be provided to document ethics content in the courses.

Institution	Course Number	Course Title	Date	Credit Hours

### C2. SPORT PSYCHOLOGY

(e.g., sport psychology, exercise psychology, intervention/performance enhancement, sport social psychology) – the equivalent of 3 courses (2 at the graduate level) or 2 courses and 1 independent study are required

Institution	Course Number	Course Title	Date	Credit Hours

### C3. BIOMECHANICAL AND/OR PHYSIOLOGICAL BASES OF SPORT

(e.g., kinesiology, biomechanics, exercise physiology) – minimum of 1 course required

Institution	Course Number	Course Title	Date	Credit Hours

**C4. HISTORICAL, PHILOSOPHICAL, SOCIAL OR MOTOR BEHAVIOR BASES OF SPORT**

(e.g., motor learning/control, motor development, sociology of sport, history and philosophy of sport/physical education) – minimum of 1 course required

Institution	Course Number	Course Title	Date	Credit Hours

**C5. PSYCHOPATHOLOGY AND ITS ASSESSMENT**

(e.g., abnormal psychology, psychopathology) – minimum of 1 course required

Institution	Course Number	Course Title	Date	Credit Hours

**C6. COUNSELING SKILLS\***

(e.g., graduate coursework in basic interventions in counseling, supervised practica in counseling, clinical psychology, or industrial/ organizational psychology) – minimum of 1 course required

Institution	Course Number	Course Title	Date	Credit Hours

**C7. SKILLS/TECHNIQUES/ANALYSIS WITHIN SPORT OR EXERCISE AND RELATED EXPERIENCES SUCH AS COACHING**

(e.g., sport skills and techniques classes, clinics, formal coaching experiences, or organized participation in sport or exercise) – document the ways you fulfill this requirement

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**C8. RESEARCH DESIGN, STATISTICS, AND TESTS & MEASURES\***

(e.g., graduate course in any of these areas) – minimum of 1 course required

Institution	Course Number	Course Title	Date	Credit Hours

\*\* Coursework that satisfies the C9-C12 criteria below is designed to provide the applicant with a foundation in the psychology of human behavior. Thus, courses that focus primarily on theory and content, rather than application and skills, are needed. **At least two of the four C9-C12 criteria must be satisfied through coursework that focuses on general psychological principles (i.e., courses typically offered through psychology departments) as opposed to sport-specific ones (i.e., courses typically offered through kinesiology/sport science departments).**

**C9. BIOLOGICAL BASES OF BEHAVIOR**

(e.g., comparative psychology, neuropsychology, physiological psychology, sensation, psychopharmacology, exercise physiology, biomechanics/kinesiology) – minimum of 1 course required

Institution	Course Number	Course Title	Date	Credit Hours

**C10. COGNITIVE-AFFECTIVE BASES OF BEHAVIOR**

(e.g., cognition, emotion, learning, memory, motivation, motor development, motor learning/control, perception, thinking) – minimum of 1 course required

Institution	Course Number	Course Title	Date	Credit Hours

**C11. SOCIAL BASIS OF BEHAVIOR**

(e.g., cultural, ethnic, group processes, gender roles in sport, organizational and systems theory, social psychology, sociology of sport) – minimum of 1 course required

Institution	Course Number	Course Title	Date	Credit Hours

**C12. INDIVIDUAL BEHAVIOR**

(e.g., developmental psychology, health psychology, individual differences, exercise behavior, personality theory) - minimum of 1 course required

Institution	Course Number	Course Title	Date	Credit Hours

## **D. MENTORED EXPERIENCE IN SPORT AND EXERCISE PSYCHOLOGY (400 HOURS)**

The required mentored experience can be completed during the graduate level experience or as a post-graduate experience. A total of 400 hours of mentored experience is required. Only those hours spent in the preparation and delivery of sport psychology services are eligible for inclusion (see examples of eligible/ineligible experiences below). Only 20% (80 hours) of the total 400 certification hours can be preparation hours. 25% of the total hours (i.e., minimum of 100 hours) must be direct contact hours with clients (i.e., hours spent working with individuals and/or groups). These experiences should rarely include one-time presentations, but rather those that identify an ongoing relationship with individuals or teams/groups. 10% of the total hours (i.e., a minimum of 40 hours) must be in mentorship with a mentor (i.e., actual hours of direct and/or indirect mentorship). The Certification Review Committee recommends that a minimum of 10 of the 40 hours of mentorship be direct mentorship as defined below. At least 50% of the accumulated hours **MUST BE** with clients from sport or exercise populations.

Mentors for the required mentored experience must be approved by the Certification Review Committee. Mentors can receive approval through two routes: 1) all AASP Certified Consultants are automatically approved to provide mentorship for the required mentored experience; or 2) non-AASP certified mentors must be approved by the Certification Review Committee, who will evaluate such criteria as teaching of sport and exercise psychology courses, publications in sport and exercise psychology journals, and experience in consultation in sport and exercise psychology. *THIS APPROVAL SHOULD BE RECEIVED PRIOR TO ACCUMULATING HOURS TOWARD THE REQUIRED MENTORED EXPERIENCE. APPLICANTS COMPLETING THEIR HOURS IN ADVANCE OF RECEIVING MENTOR APPROVAL BY THE CERTIFICATION REVIEW COMMITTEE RISK THOSE HOURS NOT BEING ELIGIBLE TO BE COUNTED.*

A complete application must contain documentation that verifies the total number of hours, the number of hours of direct contact with clients, the types of sport and exercise psychology activities completed, and the number of mentorship hours. The verification process consists of three components:

### **D1. Approval of Professional Mentor**

1. Mentors who are AASP Certified Consultants automatically qualify because their credentials have been reviewed.
2. Review of non-AASP certified mentors' vita and other appropriate credentials by the Certification Review Committee is required.

### **D2. Record of Mentored Experience Hours Form**

The purpose of this documentation is to ensure the nature and quality of the mentored experience, the duration of mentored training and the hours of time spent being mentored in exercise and sport psychology. The Record of Mentored Experience Hours Form should include the following information:

#### **1. Dates of Service**

- List the starting and ending month/year of time spent in the sport or activity.

#### **2. Name of Mentor**

- List the name of the mentor who provided mentorship related to the sport or activity.

#### **3. Level/Setting of Sport or Activity**

- Specify the type of sport or activity in which you are working and the level of participants. Example: high school women's swim team; collegiate men's volleyball team; professional male marathon runner; junior high school wrestler; 12-year-old figure skater; 50-year-old aerobic exerciser in cardiac rehabilitation program.

#### **4. Hours Spent in Preparation of Materials**

- Record the number of hours used to prepare sport and exercise psychology materials for use with the individuals or groups. Number of hours may not exceed 20% of total hours (i.e., 80 of 400 hours) spent in the sport or activity

## **5. Hours Spent in Observation**

- Record the number of hours spent on-site in observation of individuals or groups related to sport and exercise psychology.

## **6. Hours Spent Working with Individuals**

- Record the number of hours spent working with individual athletes, exercisers, etc. on skills related to sport and exercise psychology.

## **7. Hours Spent Working with Groups**

- Record the number of hours spent working with small or large groups on skills related to sport and exercise psychology.

## **8. Actual Hours of Direct Mentorship**

- Record the number of hours of time your mentor spent in observing your skills within the sport or activity. This includes on-site live observation or visual observation via videorecording, distance learning technology, etc. It is recommended that a minimum of 25% of the total hours (i.e., 10 of 40 hours) of mentorship be direct.

## **9. Actual Hours of Indirect Mentorship**

- Record the number of hours spent in indirect mentorship with your mentor within the sport or activity. This includes activities such as face-to-face meetings, audio recording review, review of materials, telephone, email, or other forms of technological indirect supervision.

## **10. Total Hours Spent in this Sport or Activity**

The "Total Hours Spent in this Sport or Activity" represents the sum of the following: 1) hours spent in preparation of materials; 2) hours spent in observation; 3) hours spent working with individuals; 4) hours spent working with groups; 5) actual hours of direct mentorship; and 6) actual hours of indirect mentorship. An example of correct calculation is provided on the first line of the Record of Mentored Experience Hours Form.

Countable hours of mentored experience include, but are not limited to, the following:

- time spent in preparation
- time spent on-site with athletes or teams in observation
- time spent in direct contact with athletes/coaches, parents, members of the sport medicine team, etc. in services directly related to sport and exercise psychology
- time spent in mentorship related to the provision of sport and exercise psychology

## **11. Skills Employed During Interventions**

- Record the types of skills used during interventions with individuals or groups. For example: goal setting, team building, relaxation training, attentional cueing, imagery, relationship-building, etc.

## **12. Comments**

- Include any information that would clarify your entries.

## **D3. Mentorship Evaluation & Verification Form**

- Each mentor must complete a Mentorship Evaluation & Verification Form and provide evaluative comments. By signing the form, the mentor verifies that the information recorded by the applicant on the Record of Mentored Experiences Hours Form related to his/her mentorship with the applicant is accurate to the best of his/her knowledge.

## **Examples of Eligible/Ineligible Experiences**

Only those hours actually spent in the preparation and delivery of sport and exercise psychology services are eligible to be counted toward the required mentored experience hours. If in doubt, please provide detailed information and/or contact the Chair of the Certification Review Committee for clarification. Below are examples of activities that are considered eligible and ineligible for the required mentored experience:

### **Eligible**

- Consulting directly with an athletic team and/or coaching staff in an applied sport psychology setting while teaching such topics as goal-setting, cohesion, relaxation/activation skills, concentration, confidence-building, imagery, self-talk, and performance routines.
- Serving as a consultant to a youth sports organization and teaching parents, athletes, and/or coaches about healthy competition patterns and moral reasoning.
- Serving as a consultant to a cardiac rehabilitation program while teaching participants ways to increase exercise adherence patterns, controlling stress, coping skills and life management skills
- Working with an athlete on performance-relevant issues (i.e., performance anxiety).
- While serving as an academic counselor, providing formal work (e.g., stress management, problem-solving, goal setting, time management, etc.) with athletes on performance enhancement training.
- Working as an intern in a corporation by providing exercise intervention programs to improve the psychological well-being of employees.

### **Ineligible**

- Serving as an athletic coach for a team.
- Working in an alcohol rehabilitation center that happens to have athletes as clients.
- Providing marital and family counseling to an athlete and her family.
- Contracting with professional sports teams to do a psychometric work-up of players and making a DSM-IV diagnosis.
- Being part of a general counseling practice or as a member of a consultation team treating an athlete for an eating disorder.
- Using running as part of clinical therapy while completing as internship in psychology.
- While serving as an academic counselor, providing only academic support services to athletes.
- As an intern hired by a corporation you use sport psychology performance enhancement interventions to improve the mental health of their employees or improve their work productivity or effectiveness.
- While serving as an athletic trainer, providing only physical rehabilitation services to athletes.

# RECORD OF MENTORED EXPERIENCE HOURS FORM (400 hours)

(See instructional page for guidelines in completing this form)

Dates of Service	Name of Mentor	Level / Setting of Sport or Activity	Hours Spent in Preparation of Materials	Hours Spent in Observation	Hours Spent Working w/ Individuals	Hours Spent Working w/ Groups	Actual Hours of DIRECT Mentorship	Actual Hours of INDIRECT Mentorship	Total Hours Spent in this Sport or Activity	Skills Employed During Interventions with Individuals and/or Groups	Comments (e.g., clarify the nature of the direct or indirect mentorship)
01/2014 to 01/2015	Dr. Sport Psych	College baseball team	10	15	12	8	1	4	50	Goal setting, attentional focus, negative thought stopping, team building	Indirect mentorship included telephone debriefings, email correspondence, review of handouts, review of audiotapes with mentor
<b>Total Hours of Experience</b>											



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<b>Total Hours of Experience</b>											

# MENTORSHIP EVALUATION & VERIFICATION FORM

(To be completed by each mentor listed on the Record of Mentored Experience Hours Form)

<b>Name of Applicant:</b>	<b>Institution:</b>

<b>Name of Mentor:</b>	<b>Current Position:</b>

<b>Mentor's Mailing Address:</b>	<b>Mentor's Phone and Email Address:</b>
	<b>Phone:</b>  <b>Email Address:</b>

**Is Mentor a CC-AASP?**    Yes (CC-AASP # \_\_\_\_\_)    No (attach mentor's professional vita)

**Evaluation instructions:** Using the scale below, please rate the applicant on the following items and provide appropriate, evaluative comments:

1 = unsatisfactory    2 = below expectations    3 = expected    4 = above expectations    5 = outstanding

Rating	Comments
	<b>1. Ability to build and maintain a trusting consulting relationship in applied sport or exercise psychology.</b> Comments:
	<b>2. Effectiveness in structuring applied work in an activity where both client and consultant have responsibilities. (e.g., both parties are fully engaged in the process)</b> Comments:
	<b>3. Ability to define the client's weaknesses and strengths and to understand solutions to those performance issues.</b> Comments:
	<b>4. Ability to seek assistance when necessary and to implement supervisory feedback.</b> Comments:
	<b>5. Ability to integrate theory and practice.</b> Comments:
	<b>6. Sensitivity to the ethical and legal standards of the profession.</b> Comments:
	<b>7. Evaluation of overall performance.</b> Comments:

# MENTORSHIP EVALUATION & VERIFICATION FORM (cont'd)

**Strengths:**

**Areas for Improvement:**

**Mentor Recommendation** (please select the appropriate response):

I do  do not  recommend this applicant for approval as a Certified Consultant, AASP.

**Verification of Applicant's Mentored Experience and Mentorship:**

<b>Total # of Hours of Experience</b>	<b>Total # Hours of Indirect/Direct Mentorship</b>

By signing this form, I verify that the information recorded by the applicant on the Record of Mentored Experience Hours Form related to my mentorship of the applicant is accurate to the best of my knowledge.

\_\_\_\_\_  
Signature of Mentor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Mentor

## E. ETHICAL CODE

I hereby agree to support the objectives of the Association for Applied Sport Psychology and abide by the provisions of its ethical code.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

Have you ever been convicted of a felony?     Yes     No  
If yes, please explain below.

# APPLICATION CHECKLIST

- Completed Application Form (typed) – MUST include signed Ethical Code agreement
- Official Transcripts from each university at which coursework listed was completed
- Documentation of Mentored Experience
  - 1) Record of Mentored Experience Hours Form
  - 2) Mentorship Evaluation and Verification Form for each mentor – MUST include mentor signature)
- Application Fee (\$125)

\*\* Incomplete application forms will not be processed.

\*\* Deadlines for submitting application for official review by Certification Review Committee:

- February 1
- June 1
- September 1

## To submit application:

1. Email electronic copy of completed application form only to [aaspcertificationchair@gmail.com](mailto:aaspcertificationchair@gmail.com).
2. Mail completed application form and supporting documentation (e.g., official transcripts) to the following address:

Carrie Scherzer, Ph.D., CC-AASP  
Chair, AASP Certification Review Committee  
Association for Applied Sport Psychology  
8365 Keystone Crossing, Suite 107  
Indianapolis, IN 46240