

## **Picture Guidelines**

1. The photo should be an in-focus color headshot (head, neck and shoulders in frame). The individual pictured should not be wearing sunglasses, a hat or any other item that obscures the face or alters his or her normal appearance.
2. The licensee should be the only individual in the photograph. The licensee should be looking straight ahead, with both eyes open and a natural facial expression.
3. The licensee should be in professional dress equivalent to his or her everyday attire for work in a clinical setting.
4. All photos must be submitted electronically in JPEG format and should not exceed 2 MB in size.
5. The photo should be taken within the last 60 days and representative of the licensee's current appearance.