STATE OF CALIFORNIA
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DEPARTMENT OF CONSUMER AFFAIRS

BUSINESS, CONSUMER SERVICES, AND HOUSING AGENCY • GOVERNOR EDMUND G. BROWN JR.

BOARD OF PSYCHOLOGY – Continuing Education/Renewals
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MEMORANDUM

DATE	May 1, 2014
TO	Psychology Board Members
FROM	Colette McDowell Colette McDowell Continuing Education Analyst
SUBJECT	**Agenda Item 10 (Licensing Committee) (d):** Continuing Education Report

CE Audit Statistics:

Please find attached the statistics (as of April 28, 2014) for the Continuing Education (CE) Audits for May through September of 2013. Audits for the months of January through April of 2013 were reported as complete at the February Board meeting. Internal audits on CE submissions began due to a regulation change which was made effective January 1, 2013. Prior to internal audits being implemented, CE was monitored by the Mandatory Continuing Education for Psychologists Accrediting Agency (MCEPAA).

For the months of January through June, approximately 5% (approximately 35 licensees per month) of the renewing licensees were selected for audit. Beginning with July, approximately 10% (approximately 70 licensees) are being selected for inclusion in the audit.

Below are some additional details:

May 2013:
On October 17, 2013, 42 licensees were selected for audit for the month of May; 41 (97.62%) have been determined to be in compliance. The one licensee with a pending audit has had physical mail returned as undeliverable, and has not yet responded to an e-mail notification which was sent on April 15, 2014.

June 2013:
On October 23, 2013, 35 licensees were selected for audit for the month of June; 34 (97.14%) have been determined to be in compliance. The one licensee with a pending audit has been notified of her deficiencies and has not yet provided the additional documentation needed to come into compliance.

July 2013:
On December 5, 2013, 76 licensees were selected for audit for the month of July; 67 (88.16%) have been determined to be in compliance. Of the 9 licensees with a pending audit, one has provided documentation but was deficient in some way. They were notified of their deficiencies and their options for coming into compliance. All 9 were sent second requests on April 9, 2014.

August 2013:
On January 7, 2014, 74 licensees were selected for audit for the month of August; 70 (93.33%) have been determined to be in compliance. The 5 licensees with a pending audit were send second requests on April 15, 2014.

September 2013:
On April 7, 2014, 77 licensees were selected for audit for the month of September; 23 (29.87%) have been determined to be in compliance. The letters advising these licensees that they've been selected for audit requested proof of compliance within 30 days (May 7, 2014).

October through December 2013:
I expect to initiate the audit for the month of October in the coming weeks and anticipate initiating the audit for successive months approximately monthly thereafter, for 10% of the renewing licensees.

Action Requested:
This item is for information purposes only. No action requested.

Continuing Education Information:

Please find attached a document entitled "Continuing Education Information" which was recently developed to provide an overview of the CE requirements for licensees as well as Board staff.

Action Requested:
This item is for information purposes only. No action requested.

Draft Language Regarding Continuing Education/Professional Development/Cultural Diversity Regulations:

Background:
At the October 2013 Board meeting, the Continuing Education (CE) Committee recommended that draft regulations regarding CE be accepted, authorized staff to begin the rulemaking process. The Board carried the motion encompassing this recommendation.

Prior to the February meeting, verbiage was added to the draft regulations addressing pro-ration of CE requirements for licensees renewing for the first time as well as guidelines for licensees whose renewal cycles span effective dates of both the current and the new regulations. These modifications were approved by the Board at the February Board meeting.

Verbiage has been added to the draft regulations addressing discussions held at the February Board meeting, as follows:

- A four-hour minimum was added to the Law and Ethics requirement (highlighted in yellow on page 7),
- A four-hour minimum was added to the Cultural Diversity/Social Justice requirement (highlighted in yellow on page 7),
- Maximum hours for category A3 (Professional Activities) was increased from nine to 12 (highlighted in yellow on page 8),
- Maximum hours for category A4 (Conferences/Conventions) was increased from four to six (highlighted in yellow on page 8),
- Verbiage was added to category A3 (Professional Activities): program development and evaluation, and relevant administrative activities in service of psychology and/or mental health (highlighted in yellow on pages 3 and 8), and
- Verbiage was added allowing licensees to claim attendance at Board meetings for CE credit (highlighted in yellow on pages 2 and 9).

Changes to the "Verification Logs" corresponding to the modifications listed above have also been made (draft attached).

Sections of 1397.62 (shown in green font on pages 13 and 14) are not applicable to the draft regulations. Staff recommends that this verbiage be removed.

Verbiage addressing implementation of AB 1588 will be discussed separately, under Agenda Item 10(l).

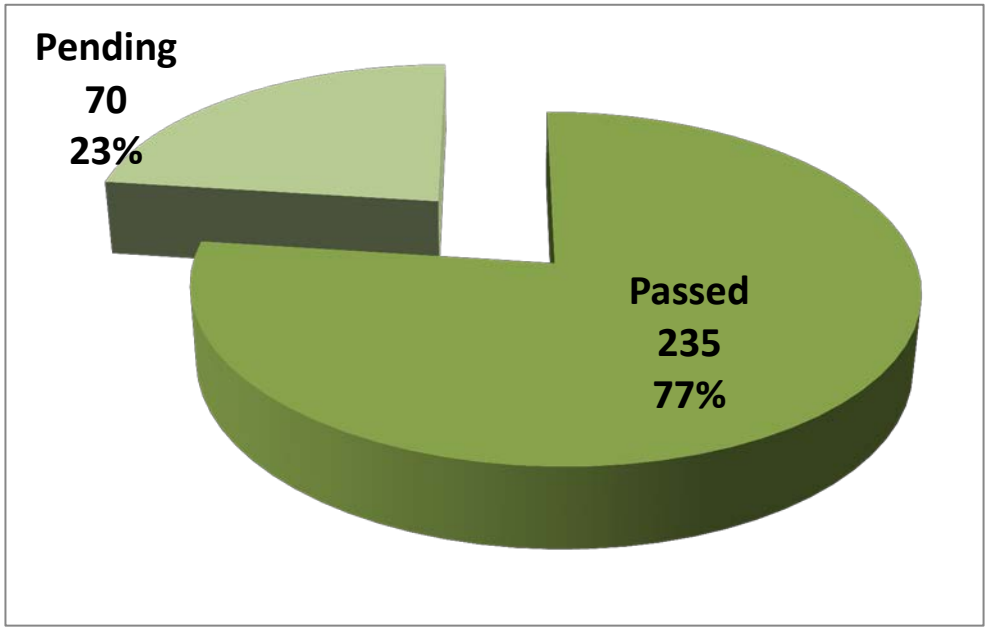
Action Requested:
Conduct an open discussion regarding the attached proposed amendments to the Board's CE program regulations (including the Verification Logs).

If the proposed amendments are accepted, direct staff to:

- Make any discussed changes, as well as any non-substantive changes, and
- Take all steps to initiate the formal rulemaking process regarding the proposed amendments to the California Code of Regulations, Title 16, Sections 1397.60, 1397.61, 1397.62, and 1397.67.

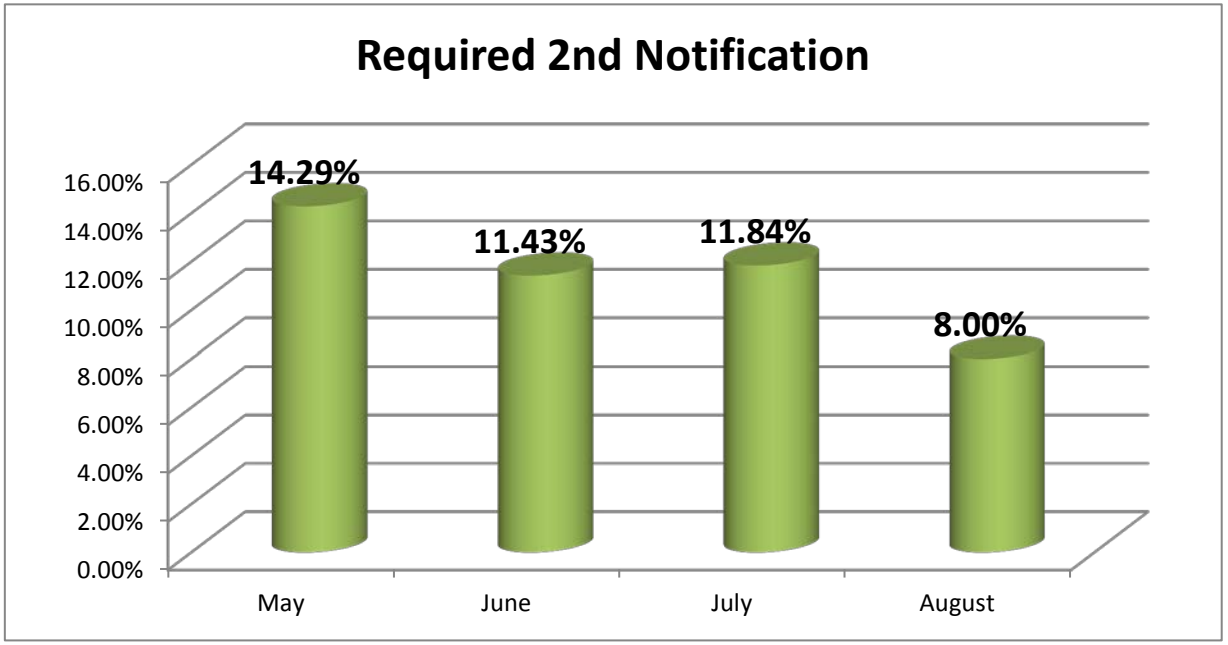
Continuing Education Audits

Month	Total # of Licensees Selected for Audit:	# Passed:	% Passed:	# Pending:	% Pending:	# Failed: (Referred to Citation & Fine Program)	% Failed:
May	**42**	41	97.62%	1	2.38%		
June	**35**	34	97.14%	1	2.86%		
July	**76**	67	88.16%	9	11.84%		
August	**75**	70	93.33%	5	6.67%		
September	**77**	23	29.87%	54	70.13%		
Totals	**305**	**235**	**77.05%**	**70**	**22.95%**	**0**	**0.00%**



Continuing Education Audits

Month	Average Processing Time (Days): (Initial to Final Notices)	Date Audit Initiated:	Date Audit Concluded:	Initiation to Conclusion (Days):	# Required a 2nd Notification:	% Required 2nd Notification:
May	30.6	10/17/2013			6	14.29%
June	32.1	10/23/2013			4	11.43%
July	27.7	12/5/2013			9	11.84%
August	24.3	1/7/2014			6	8.00%
September	12.5	4/7/2014				
Totals	**22.8**				**52**	**11.74%**



Continuing Education Information

Hour requirements

36 hours of Continuing Education (CE) are required for each 2-year renewal period (please see below for information regarding pro-ration for first-time renewals).

- A minimum of 25% (9 hours) must be “live.”
  - Webinars in which there is interaction with the instructor in real time (via instant messaging, for example), are considered "live".

Psychologists self-certify the number of hours they have completed on their renewal form (whether online or paper).

Courses or presentations less than one hour in length are not acceptable.

First time-renewal pro-ration of hours

- 1.5 hours of CE must be accrued for each month or partial month that the license was effective prior to expiration. A minimum of 25% must be “live.”
  - For example, a license issued March 28, 2013 and expiring September 30, 2014 would have been in effect for 18 months and 3 days upon expiration. In order to renew, the licensee would have to have accrued a total of 28.5 hours of approved continuing education (1.5 hours x 19 months).

# of Months License was Effective	Minimum CEU's Required	Minimum “live” hours (25%)
13	19.5	4.875
14	21	5.25
15	22.5	5.625
16	24	6
17	25.5	6.375
18	27	6.75
19	28.5	7.125
20	30	7.5
21	31.5	7.875
22	33	8.25
23	34.5	8.625
24	36	9

Law & Ethics requirement

Under the current regulations, there is no hour requirement or certificate required for Laws & Ethics. Licensees must check a box self-certifying that they have kept abreast of changes to laws (statutes and regulations) and ethics. There is no specified method regarding how the information must be obtained. Licensees can take a continuing education course, review Web sites, participate in grand rounds, etc.

Approval requirements

The Board of Psychology recognizes and accepts for continuing education credit courses that are provided by entities approved by:

- APA (American Psychological Association),
- CPA (California Psychological Association), or
- CMA (California Medical Association)/ACCME (Accreditation Council for Continuing Medical Education)
    - CME (Continuing Medical Education) courses must be specifically applicable and pertinent to the practice of psychology.
    - *"AMA* [American Medical Association] *PRA* [Physician's Recognition Award] *Category 1 Credit ™"* is acceptable[1]

Audits & Retention of Records

Licensees must retain their CE records for a minimum of four (4) years; the Board conducts random audits and, if selected, will contact the licensee for proof of completion.

Exemptions or Exceptions from CE requirements

Exemptions are available (pursuant to California Code of Regulations, Title 16, §1397.62) for the following reasons:

- total physical or mental disability of the psychologist for a period of at least one year,
- total physical or mental disability of an immediate family member for at least one year where the psychologist has total responsibility for the care of that family member, or
- engagement in active military service.

A licensee may request a reasonable accommodation according to the Americans with Disabilities Act which would exempt them from the on-site participation requirement.

If a licensee wishes to request an exemption or reasonable accommodation, they should send a written request to the Board (to the letterhead address or via e-mail to bopmail@dca.ca.gov), with supporting documentation from a licensed physican and surgeon or, in the case of a mental disability, a licensed psychologist or board certified or board eligible psychiatrist.

The "Out-of-State CE Waiver" is no longer available (effective January 1, 2013).

Reactivation

If a license is inactive, the licensee must provide proof of 36 hours of CE in order to reactivate. They must be completed in the 24 months immediately preceding reactivation. Additional information regarding reactivation can be obtained is on the reactivation form, which can be accessed on the Board's Web site.

[1] The phrase *"AMA PRA Category 1 Credit"* is a trademark of the American Medical Association.

§ 1397.60. Definitions.

This section shall be applicable to a license that expires on or after, or is reinstated or issued on or after, January 1, 2013, and becomes inoperative on December 31, 2015.

~~As used in this article:~~

~~(a) "Conference" means a course consisting of multiple concurrent or sequential free-standing presentations. Acceptable presentations must meet the requirements of section 1397.61(c).~~

~~(b) "Continuing education" (CE) means the variety of forms of learning experiences, including, but not limited to, lectures, conferences, seminars, workshops, grand rounds, in-service training programs, video conferencing, and independent learning technologies.~~

~~(c) "Course" or "presentation" means an approved systematic learning experience of at least one hour in length. One hour shall consist of 60 minutes of actual instruction. Courses or presentations less than one hour in duration shall not be acceptable.~~

~~(d) "Grand rounds" or "in-service training program" means a course consisting of sequential, free-standing presentations designed to meet the internal educational needs of the staff or members of an organization and is not marketed, advertised or promoted to professionals outside of the organization. Acceptable presentations must meet the requirements of section 1397.61(c).~~

~~(e) "Independent learning" means the variety of forms of organized and directed learning experiences that occur when the instructor and the student are not in direct visual or auditory contact. These include, but are not limited to, courses delivered via the Internet, CD-ROM, satellite downlink, correspondence and home study. Self-initiated, independent study programs that do not meet the requirements of section 1397.61(c) are not acceptable for continuing education. Except for qualified individuals with a disability who apply to and are approved by the Board pursuant to section 1397.62(c), independent learning can be used to meet no more than 75% (27 hours) of the continuing education required in each renewal cycle. Independent learning courses must meet the requirements of section 1397.61(c).~~

~~(f) "Provider" means an organization, institution, association, university, or other person or entity assuming full responsibility for the course offered, whose courses are accepted for credit pursuant to section 1397.61(c)(1).~~

Note: Authority cited: Sections 2915(g) and 2930, Business and Professions Code. Reference: Sections 29 and 2915, Business and Professions Code.

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§ 1397.60. Definitions.

This section shall be applicable to a license that expires on or after, or is reinstated or issued on or after, January 1, 2016.

Continuing Professional Development (CPD) means one of thirteen continuing education (CE) learning activities grouped under four different categories. The four categories and thirteen learning activities, as described in section 1397(e), include: (1) Professional (Peer Consultation, Practice Outcome Monitoring (POM), Professional Activities, Conferences/Conventions, Examination Functions); (2) Academic (Academic Courses, Academic Instruction, Supervision, Publications); (3) Sponsored Continuing Education Coursework (including Independent/Online Learning); and (4) Board Certification.

As used in this article:

(a) "Academic Course" means completing and earning credit for a graduate-level course related to psychology from an institution whose degree meets the requirements of Section 2914 of the Code. A licensee must be able to demonstrate how coursework relates to managing the professional, scientific, business or administrative aspects of providing psychological services. CE hours shall be granted pursuant to section 1397.61(e).

(b) "Academic Instruction" means teaching semester-long, or equivalent, graduate-level course related to psychology in an institution whose degree meets the requirements of Section 2914 of the Code. An instructor may be granted CE hours for each course taught only once during a renewal cycle.

(c) "Attendance at a California Board of Psychology Meeting (Full Board or Committee)" means attendance at a full day Board meeting (may be awarded six hours of continuing education credit per renewal period) or attendance at a separately noticed full committee meeting of the Board (may be awarded two hours of continuing education per renewal period). The Board shall designate on its public agenda which day(s) shall be eligible for continuing education credit. A psychologist requesting continuing education pursuant to this subdivision must sign in and out on an attendance sheet at the Board or Committee meeting that requires the individual to provide his or her first and last name, license number, time of arrival and time of departure from the meeting.

(d) "Board Certification" means earning a certification from the American Board of Professional Psychology (ABPP).

(e) "Conference/Convention" means a professional gathering that consists of multiple concurrent or sequential free-standing presentations related to the practice of psychology where the licensee (or petitioner) interacts with colleagues

and participates in the social, interpersonal, professional, and scientific activities that are part of the environment of those gatherings. CE credit can be accrued for Conference/Convention attendance in addition to credit for sponsored CE coursework earned for sessions at the same conference/convention.

(f) “Examination Functions” means serving in any examination development related function for the Board.

(g) “Peer Consultation” means structured and organized interaction with colleague(s) designed to broaden professional knowledge and expertise and reduce professional isolation. Training pursuant to this section may be obtained through case consultation or reading or research groups with other mental health professionals.

(h) “Practice Outcome Monitoring (POM)” means the periodic application of standardized outcome assessment protocols with clients/patients, in order to monitor one’s own practice process and outcomes, with the goal of assessing the effectiveness of one’s therapeutic approach(es). Examples of POM include, but are not limited to, the Beck Depression Inventory (BDI), Beck Anxiety Inventory (BAI), the Outcome Rating Scale (ORS), and Session Rating Scale (SRS), participation in a hospital or health care system’s formal quality assurance program that focuses on monitoring patient outcomes, as deemed appropriate throughout the course of treatment. All outcome measures utilized must match the patient’s presenting concerns at the time treatment is rendered and must be sensitive to presenting cultural variables in treatment. When using non-standardized measures, a rationale must be included.

(i) “Professional Activities” means ongoing participation in, but not limited to, serving on psychological association boards or committees, editorial boards of peer reviewed journals related to psychology or other mental health discipline, scientific grant review teams, or boards of regulatory bodies, program development and evaluation, and relevant administrative activities in service of psychology and/or mental health. A licensee must demonstrate the role(s) he or she has assumed and must demonstrate how the various roles he or she holds supports the public service work of the profession, and reduces professional isolation.

(j) “Provider” means an organization, institution, association, university, or other person or entity assuming full responsibility for the course offered, whose courses are accepted for credit pursuant to section 1397.61(f)(1).

(k) “Publications” means authoring or co-authoring peer-reviewed journal articles, book chapters, book(s), or editing or co-editing a book related to psychology or other mental health discipline.

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(l) “Sponsored Continuing Education Coursework” means any structured, sequenced learning activity, whether conducted in-person, online, or self-directed (e.g. home-study) pursuant to section 1397.61(f)(1). Credit may be granted only once during a renewal cycle for each course completed. “Course” or “presentation” means an approved systematic learning experience.

(m) “Supervision” means overseeing the supervised professional experience of a pre-licensed trainee accruing hours toward licensure pursuant to section 1387.

Note: Authority cited: Sections 2915(g) and 2930, Business and Professions Code. Reference: Sections 29 and 2915, Business and Professions Code.

§ 1397.61. Continuing Education Requirements. [Effective January 1, 2013.]

This section shall be applicable to a license that expires on or after, or is reinstated or issued on or after, January 1, 2013, and becomes inoperative on December 31, 2015.

~~(a) Except as provided in section 2915(e) of the Business and Professions Code and section 1397.62 of these regulations, each licensed psychologist shall certify on the application for license renewal that he or she has completed the continuing education requirements set forth in section 2915 of the Code. A licensee who renews his or her license for the first time after the initial issuance of the license is only required to accrue continuing education for the number of months that the license was in effect, including the month the license was issued, at the rate of 1.5 hours of approved continuing education per month. Continuing education earned via independent learning pursuant to section 1397.60(e) shall be accrued at no more than 75% of the continuing education required for the first time renewal. The required hours of continuing education may not be accrued prior to the effective date of the initial issuance of the license. A licensee who falsifies or makes a material misrepresentation of fact on a renewal application or who cannot verify completion of continuing education by producing verification of attendance certificates, whenever requested to do so by the Board, is subject to disciplinary action under section 2960 of the Code.~~

~~(b) Any person renewing or reactivating his or her license shall certify under penalty of perjury to the Board of Psychology as requested on the application for license renewal, that he or she has obtained training in the subject of laws and ethics as they apply to the practice of psychology in California. The training shall include recent changes/updates on the laws and regulations related to the practice of psychology; recent changes/updates in the Ethical Principles of Psychologists and Code of Conduct published by the American Psychological Association; accepted standards of practice; and other applications of laws and ethics as they affect the licensee's ability to practice psychology with safety to the~~

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~~public. Training pursuant to this section may be obtained in one or more of the following ways:~~

~~(1) Formal coursework in laws and ethics taken from an accredited educational institution;~~

~~(2) Approved continuing education course in laws and ethics;~~

~~(3) Workshops in laws and ethics;~~

~~(4) Other experience which provide direction and education in laws and ethics including, but not limited to, grand rounds or professional association presentation.~~

~~If the licensee chooses to apply a specific continuing education course on the topic of laws and ethics to meet the foregoing requirement, such a course must meet the content requirements named above, must comply with section 1397.60(c), and may be applied to the 36 hours of approved continuing education required in Business and Professions Code section 2915(a).~~

~~(c) The Board recognizes and accepts for continuing education credit courses pursuant to this section. A licensee will earn one hour continuing education credit for each hour of approved instruction.~~

~~(1) Continuing education courses shall be:~~

~~(A) provided by American Psychological Association (APA), or its approved sponsors;~~

~~(B) Continuing Medical Education (CME) courses specifically applicable and pertinent to the practice of psychology and that are accredited by the California Medical Association (CMA) or the Accreditation Council for Continuing Medical Education (ACCME); or~~

~~(C) provided by the California Psychological Association, or its approved sponsors.~~

~~(D) approved by an accrediting agency for continuing education courses taken prior to January 1, 2013, pursuant to this section as it existed prior to January 1, 2013.~~

~~(2) Topics and subject matter for all continuing education shall be pertinent to the practice of psychology. Course or learning material must have a relevance or direct application to a consumer of psychological services.~~

~~(3) No course may be taken and claimed more than once during a renewal period, nor during any twelve (12) month period, for continuing education credit.~~

~~(4) An instructor may claim the course for his/her own credit only one time that he/she teaches the acceptable course during a renewal cycle, or during any twelve (12) month period, receiving the same credit hours as the participant.~~

~~(d) Examination Functions. A licensee who serves the Board as a selected participant in any examination development related function will receive one hour of continuing education credit for each hour served. Selected Board experts will~~

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~~receive one hour of continuing education credit for each hour attending Board sponsored Expert Training Seminars. A licensee who receives approved continuing education credit as set forth in this paragraph shall maintain a record of hours served for submission to the Board pursuant to section 1397.61(e).~~

~~(e) A licensee shall maintain documentation of completion of continuing education requirements for four (4) years following the renewal period, and shall submit verification of completion to the Board upon request. Documentation shall contain the minimum information for review by the Board: name of provider and evidence that provider meets the requirements of section 1397.61(c)(1); topic and subject matter; number of hours or units; and a syllabus or course description. The Board shall make the final determination as to whether the continuing education submitted for credit meets the requirements of this article.~~

~~(f) Failure to provide all of the information required by this section renders any application for renewal incomplete and not eligible for renewal.~~

Note: Authority cited: Sections 2915(g) and 2930, Business and Professions Code. Reference: Sections 29, 32, 2915 and 2915.7, Business and Professions Code.

§ 1397.61. Continuing Education Requirements.

This section shall be applicable to a license that expires on or after, or is reinstated or issued on or after, January 1, 2016.

(a) Except as provided in section 2915(e) of the Business and Professions Code and section 1397.62 of these regulations, a psychologist shall certify under penalty of perjury to the Board on the application for license renewal that he or she has completed the continuing education requirements set forth in this Article and Section 2915 of the Code. A psychologist who falsifies or makes a material misrepresentation of fact on a renewal application, or who cannot verify the hours in which he or she engaged in the CPD activities by producing the documentation required by this Article whenever requested to do so by the Board, is subject to citation or to disciplinary action under section 2960 of the Code.

A psychologist who renews his or her license for the first time after the initial issuance of the license is only required to accrue continuing education for the number of months that the license was in effect, including the month the license was issued, at the rate of 1.5 hours of approved continuing education per month. The required hours of continuing education may not be accrued prior to the effective date of the initial issuance of the license, but must otherwise accrue those hours consistent with subdivision (e).

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(b) A psychologist renewing or reactivating his or her license shall certify on the application for license renewal or reactivation that he or she has engaged in a minimum of four (4) hours of continuing education learning activities in the subject of laws and ethics, for each renewal period, as they apply to the practice of psychology in California. This includes recent changes or updates on the laws and regulations related to the practice of psychology; recent changes or updates in the Ethical Principles of Psychologists and Code of Conduct published by the American Psychological Association; accepted standards of practice; and other applications of laws and ethics as they affect the licensee's ability to practice psychology safely. The four (4) hours shall be considered part of the thirty-six (36) hour continuing education requirement.

The licensee must verify the continuing education learning activity(s) that were utilized to meet this requirement on a form provided by the Board "CE Verification Log", rev. 04/2014.

(c) A psychologist renewing or reactivating his or her license shall certify on the application for license renewal or reactivation that he or she has engaged in a minimum of four (4) hours of continuing education learning activities, for each renewal period, pertinent to cultural diversity and social justice issues as they apply to the practice of psychology in California. Cultural diversity pertains to differences in age, race, culture, ethnicity, nationality, immigration status, gender, sexual orientation, socioeconomic status, religion/spirituality, and physical ability. Social Justice pertains to the historical, social and political inequities in the treatment of people from non-dominant groups, while addressing the various injustices and different types of oppression that contribute to individual, family and community mental health concerns. The four (4) hours shall be considered part of the thirty-six (36) hour continuing education requirement.

The licensee must verify the continuing education learning activity(s) that were utilized to meet this requirement on a form provided by the Board "CE Verification Log", rev. 04/2014.

(d) Topics and subject matter for all continuing education shall be pertinent to the practice of psychology. Course or learning material must have a relevance or direct application to a consumer of psychological services.

(e) The Board recognizes and accepts for continuing education credit hours that meet the description of the activities below. With the exception of 100% ABPP Board certification, a licensee shall accrue hours during each renewal period (including the first time after the initial issuance of the license) from at least two (2) of the four (4) CPD activity categories: Professional; Academic; Sponsored Continuing Education; and Board Certification. A licensee shall receive no more credit than the maximum number of hours allowed per renewal period specified for each activity listed below.

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Continuing Education/Continuing Professional Development Matrix

CE/CPD Activity	Maximum # of Hours Allowed each Renewal Period	Hours Credited by Activity
A. Professional Activity		
1. Peer Consultation (including, but not limited to, case consultation, reading or research groups) Licensee shall maintain a record of hours for submission to the Board.	1 hour minimum, if used 18 hours maximum	1 hour of activity = 1 hour credited
2. Practice Outcome Monitoring (assessing patient/client outcomes via protocol, including the use of repeated standardized outcome assessment protocols in order to assess patient/client outcomes) Licensee shall maintain a record of hours for submission to the Board.	9 hours	1 patient/client of practice outcome monitoring = 1 hour credited
3. Professional Activities (including, but not limited to, serving on psychological association boards or committees, editorial boards of peer-reviewed journals related to psychology, scientific grant review teams or board member of regulatory body, program development and evaluation, and relevant administrative activities in service of psychology and/or mental health) Licensee shall maintain a record of hours for submission to the Board.	4.5 hours minimum, if used 12 hours maximum	1 year = 9 hours credited 6 months = 4.5 hours credited
4. Conferences/Conventions (attendance at professional gatherings, as distinct from credit for sponsored CE course(s) while attending the conference) Licensee shall maintain a record of hours for submission to the Board.	6 hours	1 full conference day attendance = 1 hour credited
5. Examination Functions (examination development and related attendance at Board-sponsored Examination Training Seminars) Licensee shall maintain a record of hours for submission to the Board.	12 hours	1 seminar day participation = 6 hours credited

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6. Attendance at a California Board of Psychology Meeting (Full Board or Committee)	8 hours	1 day of Full Board Meeting = 6 hours credited 1 Committee Meeting = 2 hours credited
B. Academic		
7. Academic Courses (completing and earning credit for a graduate-level course related to psychology from an institution whose degree meets the requirements of § 2914 of the Code) Licensee shall maintain a record of hours for submission to the Board.	18 hours (each course counts only once for each renewal period)	1 sem. unit course = 6 hrs credited 2 sem. unit course = 12 hrs credited 3 sem. unit course = 18 hrs credited 1 qtr. unit course = 4.5 hrs credited 2 qtr. unit course = 9 hrs credited 3 qtr. unit course = 13.5 hrs credited 4 qtr. unit course = 18 hrs credited
8. Academic Instruction (includes: (1) Teaching a semester-long or equivalent, graduate-level course related to psychology at an institution whose degree meets the requirements of § 2914 of the Code; or (2) Presenting a sponsored CE course that relates to the practice of psychology) Licensee shall maintain a record of hours for submission to the Board.	18 hours (each course taught counts only once for each renewal period)	1 course (semester or equivalent in the quarter hour system) = 18 hours credited 1 full day workshop = 8 hours credited ½ day workshop = 4 hours credited
9. Supervision (overseeing the supervised professional experience of a pre-licensed trainee accruing hours toward licensure pursuant to § 1387) Licensee shall maintain a record of hours for submission to the Board.	1 hour minimum, if used 18 hours maximum	1 hour = 1 hour credited
10. Publications (authoring or co-authoring peer-reviewed articles, book chapters, books, or editing or co-editing of peer-reviewed journal, etc.) Licensee shall maintain a record of hours for submission to the Board.	9 hours	1 publication = 9 hours credited

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C. Sponsored Continuing Education		
11. Sponsored Continuing Education Coursework [approved pursuant to § 1397.61(f)(1)] – teaching or taking. Licensee shall maintain a record of hours for submission to the Board.	18 hours (each course counts only once per renewal period)	1 hour = 1 hour credited
D. Board Certification		
12. ABPP Board Certification (can count for 100% of required CE in the year that certification is awarded).	36 hours	Certification awarded = 36 hours credited
13. "Senior Option" ABPP Board Certification (can count for 50% of required CE in the year that certification is awarded).	18 hours	Certification awarded = 18 hours credited

(f) Sponsored continuing education courses pursuant to this section will earn one hour of continuing education credit for each hour of approved instruction.

(1) These continuing education courses shall be:

(A) provided by American Psychological Association (APA), or its approved providers;

(B) Continuing Medical Education (CME) courses specifically applicable and pertinent to the practice of psychology and that are accredited by the California Medical Association (CMA) or the Accreditation Council for Continuing Medical Education (ACCME) or the American Medical Association (AMA); or

(C) provided by the California Psychological Association, or its approved providers.

(D) approved by an accrediting agency for continuing education courses taken prior to January 1, 2016, pursuant to this section as it existed prior to January 1, 2016.

(2) No sponsored continuing education coursework may be taken and claimed more than once during a renewal period, for continuing education credit.

(g) A licensee shall document completion of continuing education activities on CPD Verification Logs provided by the Board (Form "CE Verification Log", rev. 04/2014). Documentation shall contain sufficient information for review and verification by the Board: activity category and a description of the activity, date of activity, number of hours engaged in activity, name of consultant (if any), type of outcome monitoring (if any), professional association served (if any), name and place of publication (if any), name and place of course taken or taught (if any), name of provider (if any) and evidence that provider meets the requirements of section 1397.61(c)(1); topic and subject matter; number of hours or units; a syllabus or course description (if any). The Board shall make the final

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determination as to whether the documentation submitted meets the requirements of this article. A licensee shall retain Verification Logs and supporting documentation for a minimum of four (4) years following the renewal, and shall submit documentation to the Board upon request.

(h) Failure to provide all of the information required by this section renders any application for renewal incomplete and not eligible for renewal.

Note: Authority cited: Sections 2915(g) and 2930, Business and Professions Code. Reference: Sections 29, 32, 2915 and 2915.7, Business and Professions Code.

§ 1397.62. Continuing Education Exemptions and Exceptions.

This section shall be applicable to a license that expires on or after, or is reinstated or issued on or after, January 1, 2013, and becomes inoperative on December 31, 2015.

~~At the time of making application for renewal of a license, a psychologist may as provided in this section request an exemption or an exception from all or part of the continuing education requirements.~~
~~(a) The Board shall grant an exemption only if the psychologist verifies in writing that, during the two year period immediately prior to the expiration date of the license, he or she:~~
~~(1) Has been engaged in active military service reasonably preventing completion of the continuing education requirements, except that a licensee granted an exemption pursuant to this section shall still be required to fulfill the laws and ethics requirement set forth in section 1397.61(b); or~~
~~(2) Has been prevented from completing the continuing education requirements for reasons of health or other good cause which includes:~~
~~(A) Total physical and/or mental disability of the psychologist for at least one year; or~~
~~(B) Total physical and/or mental disability of an immediate family member for at least one year where the psychologist has total responsibility for the care of that family member.~~
~~Verification of a physical disability under subsection (a)(2) shall be by a licensed physician and surgeon or, in the case of a mental disability, by a licensed psychologist or a board certified or board eligible psychiatrist.~~
~~(b) An exception to the requirements of Business and Professions Code section 2915(d) may be granted to licensed psychologists who are not engaged in the direct delivery of mental health services for whom there is an absence of available continuing education courses relevant to their specific area of practice.~~
~~(1) An exception granted pursuant to this subsection means that the Board will accept continuing education courses that are not acceptable pursuant to section 1397.61(c) provided that they are directly related to the licensee's specific area of~~

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~~practice and offered by recognized professional organizations. The Board will review the licensee's area of practice, the subject matter of the course, and the provider on a case-by-case basis. This exception does not mean the licensee is exempt from completing the continuing education required by Business and Professions Code section 2915 and this article. (2) Licensees seeking this exception shall provide all necessary information to enable the Board to determine the lack of available approved continuing education and the relevance of each course to the continuing competence of the licensee.~~

~~Such a request shall be submitted in writing and must include a clear statement as to the relevance of the course to the practice of psychology and the following information:~~

~~(A) Information describing, in detail, the depth and breadth of the content covered (e.g., a course syllabus and the goals and objectives of the course), particularly as it relates to the practice of psychology.~~

~~(B) Information that shows the course instructor's qualifications to teach the content being taught (e.g., his or her education, training, experience, scope of practice, licenses held and length of experience and expertise in the relevant subject matter), particularly as it relates to the practice of psychology.~~

~~(C) Information that shows the course provider's qualifications to offer the type of course being offered (e.g., the provider's background, history, experience and similar courses previously offered by the provider), particularly as it relates to the practice of psychology.~~

~~(3) This subsection does not apply to licensees engaged in the direct delivery of mental health services.~~

~~(c) Psychologists requiring reasonable accommodation according to the Americans with Disabilities Act may be granted an exemption from the on-site participation requirement and may substitute all or part of their continuing education requirement with an American Psychological Association or accreditation agency approved independent learning continuing education program. A qualified individual with a disability must apply to the Board to receive this exemption.~~

~~(d) Any licensee who submits a request for an exemption or exception that is denied by the Board shall complete any continuing education requirements within 120 days of the notification that the request was denied.~~

NOTE: Authority cited: Sections 2915(g) and 2930, Business and Professions Code. Reference: Section 2915, Business and Professions Code.

HISTORY:
1. New section filed 2-16-2012; operative 1-1-2013, at which time the previous version of section 1397.62 is inoperative (Register 2012, No. 7).

§ 1397.62. Continuing Education Exemptions and Exceptions.

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This section shall be applicable to a license that expires on or after, or is reinstated or issued on or after, January 1, 2016.

At the time of or prior to renewal of a license, a psychologist may as provided in this section request an exemption or an exception from all or part of the continuing education requirements.

(a) The Board shall grant an exemption only if the psychologist verifies in writing that, during the two year period immediately prior to the expiration of the license, he or she:
(1) Has been called to active military duty, except that a licensee granted an exemption pursuant to this section shall still be required to fulfill the laws and ethics requirement set forth in section 1397.61(b) and the cultural diversity/social justice requirement set forth in section 1397.61(c); or
(2) Has not engaged in the practice of psychology and has been prevented from completing the continuing education requirements for reasons of health or other good cause, which includes:
(A) Total physical and/or mental disability of the psychologist for at least one year; or
(B) Total physical and/or mental disability of an immediate family member for at least one year where the psychologist has total responsibility for the care of that family member.
Verification of a physical disability under subsection (a)(2) shall be by a licensed physician and surgeon or, in the case of a mental disability, by a licensed psychologist or a board certified or board eligible psychiatrist.
(b) An exception to the requirements of Business and Professions Code section 2915(d) may be granted to a psychologist who is engaged in non-mental health services for whom there is an absence of available continuing education courses relevant to his or her specific area of practice.
(1) An exception granted pursuant to this subsection means that the Board will accept continuing education that is not acceptable pursuant to section 1397.61(e) provided that it is a professional development activity that directly relates to the licensee's specific area of practice. The Board will review the licensee's area of practice, the activity or course, and the provider, if any, on a case-by-case basis. This exception does not mean the licensee is exempt from completing the continuing education required by Business and Professions Code section 2915 and this article.
(2) A licensee seeking this exception shall provide all necessary information to enable the Board to determine the lack of available approved continuing education and the relevance of each course or activity to the continuing professional development of the licensee.
Such a request shall be submitted in writing and must include a clear statement as to the relevance of the activity or course to the practice of psychology and the following information:

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(A) Information describing, in detail, the depth and breadth of the content covered (e.g., a course syllabus and the goals and objectives of the course), or the activity engaged in, particularly as it relates to the practice of psychology.
(B) Information that shows the course instructor's, if any, qualifications to teach the content being taught (e.g., his or her education, training, experience, scope of practice, licenses held and length of experience and expertise in the relevant subject matter), particularly as it relates to the practice of psychology.
(C) Information that shows the course provider's, if any, qualifications to offer the type of course being offered (e.g., the provider's background, history, experience and similar courses previously offered by the provider), particularly as it relates to the practice of psychology.
(3) This subsection does not apply to licensees engaged in the delivery of mental health services.
(d) Any licensee who submits a request for an exemption or exception that is denied by the Board shall complete any continuing education requirements within 120 days of the notification that the request was denied.

NOTE: Authority cited: Sections 2915(g) and 2930, Business and Professions Code. Reference: Section 2915, Business and Professions Code.

HISTORY:
1. New section fi led 2-16-2012; operative 1-1-2013, at which time the previous version of section 1397.62 is inoperative (Register 2012, No. 7).

~~§~~ 1397.67. Renewal After Inactive or ~~Delinquent~~ Expired Status.

This section shall be applicable to a license that expires on or after, or is reinstated or issued on or after, January 1, 2013, and becomes inoperative on December 31, 2015.

~~(a) To activate a license which has been placed on inactive status pursuant to section 2988 of the Code, the licensee must submit evidence of completion of the requisite 36 hours of qualifying continuing education courses for the two-year period prior to establishing the license as active~~.
~~(b) For the renewal of a delinquent expired psychologist license within three years of the date of expiration, the applicant for renewal shall provide evidence of completion of 36 hours of qualifying continuing education courses for the two-year period prior to renewing the license.~~
~~After a license has been delinquent expired for three years, the license is automatically cancelled and the applicant must submit a complete licensing application, meet all current licensing requirements, and successfully pass the licensing examination just as for the initial licensing application unless the board grants a waiver of the examination pursuant to section 2946 of the Code.~~

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~~NOTE: Authority cited: Sections 2915(g) and 2930, Business and Professions Code. Reference: Section 2915, 2984, and 2988, Business and Professions Code.~~

~~HISTORY:~~
~~1. New section fi led 2-16-2012; operative 1-1-2013, at which time the previous version of section 1397.67 is inoperative (Register 2012, No. 7).~~

§ 1397.67. Renewal After Inactive or Expired Status.

This section shall be applicable to a license that expires on or after, or is reinstated or issued on or after, January 1, 2016.

(a) To activate a license that has been placed on inactive status pursuant to section 2988 of the Code, the licensee must submit evidence of completion of the requisite 36 hours of qualifying continuing education for the two-year period prior to establishing the license as active.
(b) For the renewal of an expired psychologist license within three years of the date of expiration, the applicant for renewal shall provide evidence of completion of 36 hours of qualifying continuing education for the two-year period prior to renewing the license.
After a license has been expired for three years, the license is automatically cancelled and the applicant must submit a complete licensing application, meet all current licensing requirements, and successfully pass the licensing examination just as for the initial licensing application unless the Board grants a waiver of the examination pursuant to section 2946 of the Code.

NOTE: Authority cited: Sections 2915(g) and 2930, Business and Professions Code. Reference: Section 2915, 2984, and 2988, Business and Professions Code.

HISTORY:
1. New section filed 2-16-2012; operative 1-1-2013, at which time the previous version of section 1397.67 is inoperative (Register 2012, No. 7).

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CONTINUING EDUCATION (CE)/aka CONTINUING PROFESSIONAL DEVELOPMENT (CPD) SUMMARY VERIFICATION FORM

Please do not submit any CE documentation with your renewal

If you are selected for an audit, you will be notified; at that time, you will submit these logs and documentation to the Board.

CPD Category	Max Hours Allowed	Description of Activity(s) Completed	Date Completed	# of Hours Awarded (Not to exceed max allowed)	Check if applicable to:	
					Laws & Ethics Requirement	Cultural Diversity Requirement
Peer Consultation	18					
Practice Outcome Monitoring	9					
Professional Activities	12					
Conferences / Conventions	6					
Board Meeting Attendance (Full Board or Committee)	12					
Examination Functions	12					
Academic Courses	18					
Academic Instruction	18					
Supervision	18					
Publications	9					
Sponsored Continuing Education Coursework	18					
ABPP Certification	36					
"Senior" ABPP Certification	18					

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Total Hours Earned for Renewal Period: _____

CONTINUING EDUCATION (CE)/aka CONTINUING PROFESSIONAL DEVELOPMENT (CPD)
DETAILED VERIFICATION FORM

Name: _____

Address: _____

Telephone #: _____

e-mail: _____

Identify below the activities completed for fulfilling the CE/CPD requirements.
Retain all verifying documentation in your records. You may be asked to provide this documentation at a later date (e.g. in the event you are selected for an audit).

Peer Consultation *Check if Applicable to: Laws & Ethics Requirements (L&E): ☐ Cultural Diversity/Social Justice Requirement (CD/SJ): ☐
Date(s) of Meeting(s):
Brief Description
# of Hours:
Person Attesting to Meetings (retain in your records a signed attendance log attesting to your presence)
Applicability to Practice:

Practice Outcome Monitoring *Check if Applicable to: L&E: ☐ CD/SJ: ☐
Date(s) of Session(s):
Client/Patient ID (Please be mindful of confidentiality):
# of Hours:
Applicability to Practice:
*Retain in your records a log including dates, # of hours, details of activities/discussions

Professional Activities *Check if Applicable to: L&E: ☐ CD/SJ: ☐
Name of Association/Regulatory Body:
Date of Appointment:
Duties:
Applicability to Practice:
*Retain in your records verification documentation from organization

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CONTINUING EDUCATION (CE)/aka CONTINUING PROFESSIONAL DEVELOPMENT (CPD)
DETAILED VERIFICATION FORM

Conferences / Conventions	*Check if Applicable to: L&E: ☐ CD/SJ: ☐
Date(s) of Meeting(s):	
Nature of Conference / Convention:	
# of Hours:	
Applicability to Practice:	
*Retain in your records documentation attesting to your presence / participation	

Board Meeting Attendance	*Check if Applicable to: L&E: ☐ CD/SJ: ☐
Date(s) of Meeting(s):	
# of Hours:	

Examination Functions	*Check if Applicable to: L&E: ☐ CD/SJ: ☐
Name of Association/Regulatory Body:	
Date of Appointment:	
Duties:	
Applicability to Practice:	
*Retain in your records verification documentation from organization	

Academic Courses	*Check if Applicable to: L&E: ☐ CD/SJ: ☐
Name(s) of Course(s):	
Mode(s) of Delivery (in person, online, video, etc.):	
Academic Institution:	
# of Hours (per course):	
Applicability to Practice:	
*Retain in your records verification documentation from provider/academic institution (including course description / syllabus)	

Academic Instruction	*Check if Applicable to: L&E: ☐ CD/SJ: ☐
Name(s) of Course(s):	
Mode(s) of Delivery (in person, online, video, etc.):	
Provider / Academic Institution:	
# of Hours (per course):	
Applicability to Practice:	
*Retain in your records verification documentation from provider/academic institution (including course description / syllabus)	

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CONTINUING EDUCATION (CE)/aka CONTINUING PROFESSIONAL DEVELOPMENT (CPD)
DETAILED VERIFICATION FORM

Supervision	*Check if Applicable to: L&E: ☐ CD/SJ: ☐
Name(s) of Supervisee(s):	
# of Hours:	
Applicability to Practice:	
*Retain in your records a log including dates, # of hours, details of activities/discussions	

Publications	*Check if Applicable to: L&E: ☐ CD/SJ: ☐
Title(s) of Publication(s):	
Title(s) of Journal Article(s):	
# of Hours:	
Applicability to Practice:	

Sponsored Continuing Education Coursework	*Check if Applicable to: L&E: ☐ CD/SJ: ☐
Name(s) of Course(s):	
Mode(s) of Delivery (in person, online, video, etc.):	
Provider:	
# of Hours (per course):	
Applicability to Practice:	
*Retain in your records copies of certificates	

Describe how you have complied with the Cultural Diversity/Social Justice Requirement (4 hour minimum):	
Name(s) of CPD Activity(s):	
Mode(s) of Delivery (in person, online, video, etc.):	
Applicability to Practice:	

Describe how you have complied with the Law & Ethics Requirement (4 hour minimum):	
Name(s) of CPD Activity(s):	
Mode(s) of Delivery (in person, online, video, etc.):	
Applicability to Practice:	

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