

**INSTRUCTIONS:**

- Renew using the [BreEZe online system](#) for faster processing.
- Mail completed form and fee(s) to: Board of Psychology, 1625 North Market Blvd., Suite N-215, Sacramento, CA 95834
- Make certified checks, cashier's checks, money orders, or personal checks payable to the Board of Psychology.
- Licensees on Inactive status are prohibited from engaging in the practice/provision of psychological services.
- Failure to complete any portion of this renewal application will result in processing delays.
- Please print or type your information into the blank fields. Illegible applications will be returned.
- **Do not send the Board your course certificates with your renewal.**

**LICENSEE NAME:** \_\_\_\_\_ **LICENSE NUMBER:** PSY \_\_\_\_\_

**EXPIRATION DATE:** \_\_\_\_\_ **EMAIL ADDRESS (if any):** \_\_\_\_\_

**RENEWAL STATUS** (Check the appropriate box(es)):

- ACTIVE \$430.00
- DELINQUENCY FEE (ACTIVE) \$150.00\*
- INACTIVE \$60.00
- DELINQUENCY FEE (INACTIVE) \$20.00

**SELECT TOTAL AMOUNT DUE:** \_\_\_\_\_

*\*Pursuant to Section 2984 of the Business and Professions Code, if the license is renewed after the expiration date, the licensee will be required to pay the \$150.00 delinquency fee.*

**CONTINUING EDUCATION CERTIFICATION:** I successfully completed \_\_\_\_\_ hours of continuing education required for renewal of my license. Yes\* No

**CONVICTION/DISCIPLINE:** Since you last renewed your license, omitting traffic infractions under \$500.00 not involving alcohol, a dangerous drug, or a controlled substance, have you been convicted of any violations of law in this or any other state, the United States or its territories, military court, or other county, or have you been disciplined by a government agency or other disciplinary body 16 CCR § 1381.7(c)?

*\* If you answer yes to the conviction question, please send certified copies of the court records to the address above.*

**LAW AND ETHICS REQUIREMENT:** Have you obtained training in the subject of laws and ethics, as they apply to the practice of psychology in California 16 CCR § 1397.61(b)?

**FINGERPRINT REQUIREMENT:** Have you submitted a full set of fingerprints to the Board for purposes of conducting a criminal history record check with criminal history information obtained and received from the Department of Justice and the United States Federal Bureau of Investigation 16 CCR § 1381.7(b)?

I swear under penalty of perjury under the laws of the State of California that all statements, answers, and representations on this form are true, complete and accurate.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

(Revised 12/17)

## **RENEWAL REQUIREMENTS**

**CONTINUING EDUCATION (CE)** - Pursuant to 16 CCR section 1397.61, you are required to complete 36 hours of CE and retrain your CE certificates for a minimum of four (4) years; the Board conducts compliance audits and, if audited, you will be required to provide proof of completion. CE courses must be approved by the American Psychological Association (APA), California Psychological Association (CPA), California Medical Association (CMA), Accreditation Council for Continuing Medical Education (ACCME) or the Association for Black Psychologists (ABPsi). **Do not send CE course certificates with your renewal application.**

**CONVICTION/DISCIPLINE** - Pursuant to 16 CCR section 1381.7(c), subsequent to the issuance of your license or since you last renewed, (1) have you been convicted of any violation of the law in this or any other state, the United States or its territories, military court or other country, omitting traffic infractions under \$500 not involving alcohol, a dangerous drug, or a controlled substance, or (2) had any license disciplined by a government agency or other disciplinary body. Discipline includes, but is not limited to, suspension, revocation, voluntary surrender, probation, reprimand, or any other restriction on a license or registration held.

**In answering the above question, do NOT list charges dismissed under section 1000.3 of the California Penal Code or equivalent non-California laws, or convictions two years or older under California Health and Safety Code sections 11357(b), (c), (d), (e), or section 11360(b).** Include all other arrests, pleas, and convictions for misdemeanors and felonies, and traffic infractions involving drugs or alcohol, and all other infractions resulting in fines over \$500. If you answer yes to the conviction question, please send certified copies of the court records to the address above.

**LAW & ETHICS** - Pursuant to 16 CCR section 1397.61(b), as a condition of renewal, an applicant for renewal not previously fingerprinted by the Board, or for whom an electronic record of the submission of fingerprints does not exist in the Department of Justice's criminal offender record identification database, is required to furnish to the Department of Justice, as directed by the Board, a full set of fingerprints for the purpose of conducting a criminal history record check and to undergo a state and federal level criminal offender record information search conducted through the Department of Justice. Failure to submit a full set of fingerprints to the Department of Justice on or before the date required for renewal of a license or registration is grounds for discipline by the Board. You must certify on the renewal application whether your fingerprints have been submitted. The requirement is waived if you renew in an inactive status, or are actively serving in the military outside the country.

**LICENSED MENTAL HEALTH SERVICE PROVIDER EDUCATION (MHSPEP)** - Pursuant to Business & Professions Code section 2987.2 requires the Board to collect \$20 in addition to the renewal fee to support grants to licensed mental health service providers who provide direct patient care in a publicly funded facility or a mental health professional shortage area.

**FAMILY SUPPORT LEGISLATION** - Pursuant to Business & Professions Code sections 30 and 31 requires the collection of social security numbers for purposes of compliance with any judgment or order for family support. A temporary license may be issued for initial or renewed licenses to applicants not in compliance with any judgment or order for family support. Pursuant to Family Code section 17520, if compliance has not been established prior to the expiration of the temporary license, the license shall be denied.

**NOTICE OF TAX OBLIGATION** - Pursuant to Business & Professions Code section 494.5, the State Board of Equalization and the Franchise Tax Board may share taxpayer information with a board. California law requires you to pay your state tax obligation. If you fail to pay your state tax obligation, your license may be suspended.

## **IMPORTANT INFORMATION**

### **RENEWAL POSTMARKED AFTER EXPIRATION DATE**

If your renewal form/fee are postmarked after your license's expiration date, payment of a delinquency fee is required. There is no grace period.

### **INACTIVE STATUS**

An inactive license must still be renewed. A psychologist holding an inactive license shall be exempt from CE requirements but cannot engage in the practice of psychology. An inactive license can be reactivated at any time by completing the CE requirements at the time of reactivation and paying the renewal fee.

### **EXPIRED LICENSES**

- A license that is not renewed by the expiration date is deemed expired. It is illegal to practice on an expired license.
- A licensee may not supervise or sign off on hours for trainees while the license is expired or inactive.
- A licensee is not entitled to payment by a client or an insurer for services performed while license is expired or inactive.

### **LICENSE CANCELLATION AFTER 3 YEARS**

Pursuant to 16 CCR section 1397.67(b), a license that is not renewed within 3 years after its expiration date will be cancelled. To be licensed again, you will be required to reapply for a new license, meet all current requirements and pass the California Psychology Law and Ethics Examination (CPLEE).

### **COLLECTION AND USE OF PERSONAL INFORMATION**

The Department of Consumer Affairs and the California Board of Psychology collect the information requested on this form as authorized by Business and Professions Code sections 325 and 326 and the Information Practices Act (Civil Code section 1798 et seq.).

### **ACCESS TO YOUR INFORMATION**

You may review the records maintained by the California Board of Psychology that contain your personal information, as permitted by the Information Practices Act. See contact information below.

### **POSSIBLE DISCLOSURE OF PERSONAL INFORMATION**

We make every effort to protect the personal information you provide us. However, we may need to share the information you give us with other government agencies. This may include sharing any personal information you gave us.

The information you provide may also be disclosed in the following circumstances:

- In response to a Public Records Act request, as allowed by the Information Practices Act;
- To another government agency as required by State or Federal law; or
- In response to a court or administrative order, a subpoena, or a search warrant.

### **CONTACT INFORMATION**

For questions about this notice or access to your records, you may contact the California Board of Psychology, 1625 North Market Boulevard, Suite N-215, Sacramento, CA 95834; by phone at (866) 503-3221; or by e-mail at [bopmail@dca.ca.gov](mailto:bopmail@dca.ca.gov). For questions about the Department's Privacy Policy, you may contact the Department of Consumer Affairs at 1625 North Market Boulevard, Sacramento, CA 95834; by phone at (800) 952-5210; or by e-mail at [dca@dca.ca.gov](mailto:dca@dca.ca.gov).