

INSTRUCTIONS ON HOW TO REACTIVATE

REACTIVATING AN INACTIVE LICENSE

To reactivate your license, the following documentation is required:

- Reactivation application.
- 36 hours of continuing professional development (CPD) accrued within the last 24 months.
- The prorated fee. Please make the check payable to the Board of Psychology.

Mail completed form, documentation of 36 hours, and fee(s) to:

Board of Psychology
1625 North Market Blvd., Suite N-215
Sacramento, CA 95834

CONTINUING PROFESSIONAL DEVELOPMENT (CPD)

To return your license to active status, you must meet the following overall CPD requirements. CPD must be accrued within two years prior to submission of your reactivation request:

- **A total of 36 hours.** With the exception of 100% American Board of Professional Psychology certification, a licensee shall accrue hours during each renewal period from at least two of the four CPD activity categories.
- **Law and Ethics (4 hours):** Licensees must complete a minimum of four hours in the subject of laws and ethics as it applies to the practice of psychology. This requirement can be met using any combination of CPD categories. The four hours are considered part of the 36-hour CPD requirement.
- **Cultural Diversity/Social Justice (4 hours):** Licensees must complete a minimum of four hours in the subject of cultural diversity/social justice as it applies to the practice of psychology.
 - o **Cultural Diversity:** Pertains to differences in age, race, culture, ethnicity, nationality, immigration status, gender identity, sexual orientation, socioeconomic status, religion/spirituality, and physical ability.
 - o **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 psychological concerns. The four hours are considered part of the 36-hour CPD requirement.

Please view the CPD requirements [here](#).

REACTIVATION FEE

If the reactivation occurs prior to the regularly scheduled renewal date, the reactivation fee will be \$23.92 for each month, or portion of any month, remaining in the license cycle (**from the postmark date**) plus \$10.

EXAMPLE: Reactivation application postmarked in January, with an expiration date of April = 4 months.

4 MONTHS	
Per month	\$23.92
=	\$95.68
+	\$10.00
=	\$105.68 = Total due for reactivation

Please make the check payable to the Board of Psychology.

ADDRESS OF RECORD AND EMAIL INFORMATION

The address of record (AOR) is public information available to anyone who requests it from the Board or looks up your license information online via BREEZE. Your AOR will be the address to which all Board correspondence (e.g., renewal applications, newsletters, etc.) will be sent. The Board recommends that you do not use your residence address as your AOR because that address will be accessible to the public. Your phone number and email address are for the Board’s internal use to contact you about your license or registration. This information will not be released to the public, nor will it be displayed online. If there are any changes to your email or mailing address or AOR, please update your information in BREEZE at www.breeze.ca.gov.

APPLICATION PROCESSING TIME

The processing time for reactivations is expected to take approximately 4–6 weeks. Upon approval of your reactivation, you may verify your status on BREEZE at <https://search.dca.ca.gov>. A confirmation email will also be sent to you.

UPCOMING LICENSE RENEWAL

Your license’s expiration date will remain the same even if you reactivate it. When you restore your license, it will have the same expiration date as it would have had if it had stayed active. You must renew your license before its usual expiration date once it has been updated to active status, no matter how soon it occurs. To renew your license after reactivation, you must satisfy all renewal criteria, including the \$825 renewal fee and 36 hours of CPD. Any CPD completed for your license reactivation can be credited toward the renewal requirement if it was completed during the current renewal period, which spans from your license’s expiration date to its next expiration date, a two-year duration.

FAMILY SUPPORT LEGISLATION [Pursuant to Business and Professions Code (BPC) §30 and §31]

The collection of your Social Security numbers is required for purposes of compliance with any judgment or order for family support. A temporary license may be issued for initial, renewed, or reactivated licenses to applicants not in compliance with any judgment or order for family support. Pursuant to Family Code §17520, if compliance has not been established prior to the expiration of the temporary license, the license will be denied.

INFORMATION COLLECTION AND ACCESS

The information requested on this application is mandatory and is maintained by the executive officer of the Board of Psychology, 1625 North Market Blvd., Suite N-215, Sacramento, CA 95833, (916) 574-7720. Information provided may be transferred to other governmental and enforcement agencies as may be necessary to permit the Board, or the transferee agency, to perform its statutory or constitutional duties, or otherwise transferred or disclosed as provided by the Information Practices Act. Certain information provided may be disclosed to a member of the public, upon request, under the California Public Records Act. Disclosure of your Social Security number is mandatory, and collection is authorized by BPC §30 and §31. Your Social Security number will be used exclusively for tax enforcement purposes and investigations of violations of cash-pay reporting laws as set forth in the Unemployment Insurance Code §329 or for verification of licensure or examination status by a licensing or examination board. If you fail to disclose your Social Security number, you may be reported to the Franchise Tax Board and be assessed a penalty of \$100.00 Pursuant to BPC §31(e), the state Board of Equalization and the Franchise Tax Board may share taxpayer information with the Board, and if a registrant does not pay his or her state tax obligation, the registration may be suspended.

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 email at bopmail@dca.ca.gov. For questions about the privacy policy, you may contact the California Department of Consumer Affairs at 1625 North Market Boulevard, Sacramento, CA 95834; by phone at (800) 952-5210; or by email at dca@dca.ca.gov.

LICENSEE NAME: _____ **LICENSE NUMBER:** PSY

EXPIRATION DATE: _____ **EMAIL ADDRESS (if any):** _____

Fee due equals \$23.92 for each month, or portion of any month, remaining in the license cycle (from the postmark date) + \$10. For example, reactivation documentation (application, payment, and continuing education certificates) postmarked in January, expiration date of April 30 = 4 months x \$23.92 = \$95.68 + \$10 = \$105.68.

Number of months remaining in license cycle (including postmark month):

x	\$23.92	
Subtotal:		
+	\$10.00	
Total Due:		

CPD CERTIFICATION: I completed _____ hours of approved CPD within the preceding 24 months.

Send the Board your CPD documentation with your reactivation application.

Yes* No

CONVICTION/DISCIPLINE: Since you last renewed your license, omitting traffic infractions under \$500 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 country, or have you been disciplined by a government agency or other disciplinary body? (16 CCR 1381.7(c), (d).)

** 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 four hours of training in the subject of laws and ethics as they apply to the practice of psychology in California?

CULTURAL DIVERSITY AND/OR SOCIAL JUSTICE: Have you obtained four hours of training in the subject of cultural diversity and/or social justice, as they apply to the practice of psychology in California?

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:** _____