

INSTRUCTIONS ON HOW TO RENEW

Renew online for faster processing: www.breeze.ca.gov

Do not mail a renewal application to the Board more than 75 days prior to the expiration date of your license or your application form and payment will be returned.

Mail completed form and fee(s) to:

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

CONTINUING PROFESSIONAL DEVELOPMENT (CPD)

A total of 36 hours is required for every two-year renewal period. Apart from 100% American Board of Professional Psychology (ABPP) 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.
 - **Cultural Diversity:** Pertains to differences in age, race, culture, ethnicity, nationality, immigration status, gender identity, sexual orientation, socioeconomic status, religion/spirituality, and physical ability.
 - **Social Justice:** Pertains to 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](#).

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

APPLICATION PROCESSING TIME

The processing time for renewals is expected to take approximately 4–6 weeks. Upon approval of your renewal, you may verify your status on BREEZE at <https://search.dca.ca.gov>. A pocket license will be sent to you 2–3 weeks from the date your renewal was processed.

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 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.

CONVICTION/DISCIPLINE

As a condition of renewal, as a psychological associate, you must disclose on the renewal application whether since you last renewed: (1) Have you been convicted of, or plead guilty or nolo contendere to any criminal or civil offense in the United States, its territories, or a foreign country? This includes every citation, infraction (including traffic violations resulting in fines more than \$500), misdemeanor and/or felony. Convictions that were adjudicated in the juvenile court or convictions under California Health and Safety Code sections 11357 (b), (c), (d), (e), or section 11360 (b) which are two years or older should NOT be reported. Convictions that were later dismissed pursuant to sections 1203.4, 1203.4a, 1203.41 of the California Penal Code or equivalent non-California law MUST be disclosed or (2) have had any license or registration 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.

If you answer “yes” to the conviction and/or discipline question, complete the Conviction/License Disciplinary Action Form. The form can be accessed from the Board’s website at www.psychology.ca.gov.

Proof of Dismissal: If you have obtained a dismissal of your convictions(s) pursuant to Penal Code sections 1203.4, 1203.4a, or 1203.41, please submit a certified copy of the court order dismissing the conviction(s) with your application.

FINGERPRINT REQUIREMENTS

For a registration that expires after December 31, 2010, as a condition of renewal, an applicant for renewal not previously fingerprinted for the Board of Psychology, or for whom an electronic record of the submission of the 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 history 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. Licensees identified by the Board as having no electronic record will be notified by mail.

MENTAL HEALTH SERVICE PROVIDER EDUCATION [Pursuant to Business and Professions Code (BPC) §2987.2]

Effective July 1, 2018, the Board is required 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 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 shall be denied.

NOTICE OF TAX OBLIGATION [Pursuant to BPC §494.5]

The state Board of Equalization and the Franchise Tax Board may share taxpayer information with the 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.

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 CPD requirements but cannot engage in the practice of psychology. An inactive license can be reactivated at any time by completing the CPD requirements at the time of reactivation and paying the renewal fee. Additional information can be found here:

www.psychology.ca.gov/licensees/license_react.shtml.

EXPIRED LICENSES

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

LICENSE CANCELLATION AFTER THREE YEARS

Pursuant to 16 CCR §1397.67(b), a license that is not renewed within three years after its expiration date will be canceled.

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.

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 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, contact the California Board of Psychology, 1625 North Market Blvd., 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, contact the California Department of Consumer Affairs at 1625 North Market Blvd., 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):** _____

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

- ACTIVE \$825.00
- DELINQUENCY FEE (ACTIVE) \$397.50*
- INACTIVE \$241.00
- DELINQUENCY FEE (INACTIVE) \$110.50

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 \$397.50 delinquency fee.*

CPD CERTIFICATION: I successfully completed _____ hours of CPD required for my renewal of my license.

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 complied with the Fingerprint Requirement as described on page 2 of this application?

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:** _____