

Inactive Status of Psychological Associate Registration

Effective January 1, 2025, registered psychological associates with active registrations can submit a written request the Board to place their active registration on inactive status.

No Fee for Request

There is no fee associated with a request to be placed on inactive status, and registrant will retain their same annual renewal date.

Registration Renewal

An inactive registration must be renewed annually to maintain the inactive status. Renewal fee is not required if the psychological associate registration is inactive.

Registration Limitation

The period during the registration is on inactive status will not count towards the 72-month registration limitation as set forth in section 1391.1(b).

Maximum Inactive Status Period

Once approved, a registration can only remain on inactive status for no more than thirty (30) months cumulatively. If an inactive registration is not reactivated on or before the 30-month end date, the registration will be cancelled.

How to submit a written request:

Registered Psychological Associate with One or More Primary Supervisor

Submit a [Notification to Add or Change Supervisor and/or Service Location for a Psychological Associate](#) to remove a supervisor pursuant to section 1391.11(b). Separate notifications must be submitted if the registration is associated with more than one primary supervisor.

Once all primary supervisors have been removed, the registration will be put on inactive status.

Registered Psychological Associate with No Primary Supervisor

Submit a written request to the Board at BOPLicensing@dca.ca.gov that contains the following:

- 1) Psychological associate name and registration number
- 2) Last primary supervisor(s) name(s) and license number(s)
- 3) Last date of the supervision period (Note: Date cannot be a future date)

How to reactivate an inactive psychological associate registration:

To be placed back on active status, the registrant must have at least one (1) primary supervisor who meets the requirement of section 1387.1. To add a primary supervisor, the registrant must complete and submit a [Notification to Add or Change Supervisor and/or Service Location for a Psychological Associate](#) and fee by mail pursuant to section 1391.11(a). Upon approval of the notification to add a primary supervisor, a registration in inactive status will be returned to active status. If adding more than one primary supervisor, the registrant must complete and submit separate notification and fee for each primary supervisor by mail to the Board.

This process cannot be completed at the time of renewal. A notification to add a primary supervisor and associated fee must be mailed to the Board for review.

For, more information, please visit the Board website at:

https://www.psychology.ca.gov/applicants/psychological_assistant.shtml