

**EXAMPLE FORM**

36 hours of Continuing Professional Development (CPD) are required for each 2-year renewal cycle. With the exception of 100% ABPP Board Certification, a licensee shall accrue hours during each renewal period from at least two (2) of the four (4) CPD activity categories: Professional Activities: Academic; Sponsored Continuing Education; and Board Certification.

Unless otherwise noted with an asterisk (\*), this courtesy form cannot be submitted to the Board in lieu of the required CPD documentation. If selected for an audit, please submit required CPD documentation along with the CPD Reporting Form.

No extensions will be granted to comply with the CPD requirements.

For questions regarding the CPD Reporting Form, or the CPD Learning Categories, please email the Board at: [BOPCE@dca.ca.gov](mailto:BOPCE@dca.ca.gov)

NAME: J. Smith LICENSE NUMBER: 00000

RENEWAL PERIOD: 3/27/2024 through 3/27/2026

<b>CPD Learning Activity #1 – Professional Activities</b>					
<b>CPD Category</b>	<b>Description of Activities Completed</b>	<b>Date(s) Completed (MM/DD/YYYY)</b>	<b># of Hours Accrued</b>	<b>Laws and Ethics (4 hours)</b>	<b>Cultural Diversity/ Social Justice (4 hours)</b>
<b>*Peer Consultation (18 hours max)</b>	<p>Description includes date(s), type of activity, and total number of hours</p> <p>Case consultation with licensed psychologist.</p> <p>Treatment consultation with MFT.</p> <p>Case consultation that included review of current law and ethics (4 hours)</p>	<p>3/27/2024 3/28/2024 4/1/2024 4/15/2024 4/18/2024 4/21/2024 1/1/2025 2/15/2025 3/25/2025 12/1/2025 3/25/2025</p>	18	✓	

<b>CPD Category</b>	<b>Description of Activities Completed</b>	<b>Date(s) Completed (MM/DD/YYYY)</b>	<b># of Hours Accrued</b>	<b>Laws and Ethics (4 hours)</b>	<b>Cultural Diversity/ Social Justice (4 hours)</b>
<p><b>*Practice Outcome Monitoring (9 hours max)</b></p> <p>1 client equals 1 CPD hour</p>	<p>Description includes date(s), client identifier, how outcomes were measured, and total number of hours</p>				
<p><b>*Professional Services (4.5 hours min., if used, 12 hours max)</b></p>	<p>Description includes date(s), board or program name, role, term of service</p> <p>Committee member on a review committee on patient diversity including race and gender.</p>	<p>3/27/2024 through 9/27/2024</p>	<p>4.5</p>		<p>✓</p>

CPD Category	Description of Activities Completed	Date(s) Completed (MM/DD/YYYY)	# of Hours Accrued	Laws and Ethics (4 hours)	Cultural Diversity/ Social Justice (4 hours)
<p><b>Conference/ Convention Attendance (6 hours max)</b></p> <p>1 full day of attendance equals 1 CPD hour</p>	<p>Proof of registration or attendance is required</p> <p>Attended Psych. Convention 2025.</p> <p>* Copy of Confirmation email attached.</p>	<p>4/1/2025 through 4/3/2025</p>	<p>3</p>		
<p><b>*Examination Functions (12 hours max)</b></p>	<p>Description includes date(s), exam name, number of hours</p>				
<p><b>*Expert Review/ Consultation (12 hours max)</b></p>	<p>Description includes date(s), number of hours</p>				

CPD Category	Description of Activities Completed	Date(s) Completed (MM/DD/YYYY)	# of Hours Accrued	Laws and Ethics (4 hours)	Cultural Diversity/ Social Justice (4 hours)
<p><b>*Attendance at a CA BOP Meeting (8 hours max)</b></p> <p>Sign in and out attendance sheet</p>	<p>Description includes date(s), board or committee meeting, and number of hours</p> <p>Attendance at the following meetings:</p> <p>Licensure Committee</p> <p>Legislative and Regulatory Affairs Committee</p> <p>Feb. Board Meeting</p> <p>May Board Meeting</p>	<p>4/1/2024</p> <p>6/15/2024</p> <p>2/15/2025</p> <p>5/8/2025</p>	<p>8</p>	<p>✓</p>	

**CPD Learning Category #2 – Academic**

CPD Category	Description of Activities Completed	Date(s) Completed (MM/DD/YYYY)	# of Hours Accrued	Laws and Ethics (4 hours)	Cultural Diversity/ Social Justice (4 hours)
<p><b>Academic Coursework (18 hours max)</b></p>	<p>Copy of transcript with evidence of a passing grade (C or higher or "pass") is required.</p>				

<b>CPD Category</b>	<b>Description of Activities Completed</b>	<b>Date(s) Completed (MM/DD/YYYY)</b>	<b># of Hours Accrued</b>	<b>Laws and Ethics (4 hours)</b>	<b>Cultural Diversity/ Social Justice (4 hours)</b>
<p><b>Academic/ Sponsor- Approved CE Instruction (18 hours max)</b></p>	<p>Copy of Course syllabus is required</p>				
<p><b>*Supervision (18 hours max)</b></p>	<p>Description includes date(s), and trainee identifier</p> <p>Supervised post-doc APA internship psych trainee (trainee T.S.P.)</p>	<p>4/16/2025 4/18/2025 4/21/2025 6/15/2025 6/25/2025 8/1/2025 11/5/2025 12/10/2025 1/8/2026 1/15/2026 2/1/2026 2/25/2026 3/1/26 3/15/2026 3/27/2026</p>	<p>18</p>		

<b>CPD Category</b>	<b>Description of Activities Completed</b>	<b>Date(s) Completed (MM/DD/YYYY)</b>	<b># of Hours Accrued</b>	<b>Laws and Ethics (4 hours)</b>	<b>Cultural Diversity/ Social Justice (4 hours)</b>
<b>Publications (9 hours max)</b>	<p>Either a letter of acceptance for publication, or proof of publication with publication date in the renewal period for which it is being submitted is required</p>				
<b>*Self-Directed Learning (6 hours max)</b>	<p>Description includes date(s), medium, topic or title, and number of hours</p> <p>Book- Psych. practices</p> <p>Podcast - Psych. therapy and different treatment outcomes.</p>	<p>Book - 7/5/2024</p> <p>Podcast - 8/1/2024</p>	<p>3</p> <p>2</p> <p>total - 5 hours</p>		

**CPD Learning Category #3 – Sponsored Continuing Education**

CPD Category	Description of Activities Completed	Date(s) Completed (MM/DD/YYYY)	# of Hours Accrued	Laws and Ethics (4 hours)	Cultural Diversity/ Social Justice (4 hours)
<b>Sponsored Continuing Education (27 hours max)</b>	Law and Ethics course	4/1/2024	4 hours	✓	✓
	Interview Practices course	4/21/2024	1.5 hours		
	Cultural Diversity course	4/25/2024	4 hours		
*Copies of CE completion certificates provided by CE providers attached.					

**CPD Learning Activity #4 – Board Certification**

CPD Category	Description of Activities Completed	Date(s) Completed (MM/DD/YYYY)	# of Hours Accrued	Laws and Ethics (4 hours)	Cultural Diversity/ Social Justice (4 hours)
<b>American Board of Professional Psychology (ABPP) Board Certification (36 hours max)</b>					
<b>“Senior Option” ABPP Board Certification (18 hours max)</b>					

**TOTAL HOURS ACCRUED: 66**