STATE OF CALIFORNIA
DEPARTMENT OF CONSUMER AFFAIRS

BUSINESS, CONSUMER SERVICES, AND HOUSING AGENCY • GOVERNOR EDMUND G. BROWN JR.
BOARD OF PSYCHOLOGY
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MEMORANDUM

DATE	August 3, 2015
TO	Board Members
FROM	Karen Johnson Licensing Coordinator Karen Johnson
SUBJECT	**Agenda Item 25(d)** Discussion of Sufficient CE/CPD Documentation to Meet Verification Log Requirements in Proposed CE/CPD Regulations

Background:

At their July 14, 2015 meeting, the Licensing Committee began the discussion of the methods to accrue hours of CE/CPD and how to document CE/CPD hours.

Attachments:

- Worksheet on Acceptable Methods of Documenting CE/CPD Hours
- List of how to accrue hours of CE/CPD
- CE/CPD Summary and Detailed Verification Forms
- Most recent CE/CPD draft regulations

Action

This item is for informational purposes. No action is required.

WORKSHEET ON ACCEPTABLE METHODS OF DOCUMENTING CE/CPD

PROFESSIONAL ACTIVITIES

- **Peer Consultation (1 hour minimum – 18 hours maximum)**
  - Case consultation

  - Reading group

  - Research group

- **Practice Outcome Monitoring (9 hours maximum)**
  - Beck Depression Inventory (BDI)

  - Beck Anxiety Inventory (BAI)

- Outcome Rating Scale (ORS)

- Session Rating Scale (SRS)

- Participation in a hospital or health care system's formal quality assurance program that focuses on monitoring patient outcomes

- Non-standardized measures for POM (rationale must be included)

- **Professional Activities (4.5 hours minimum – 12 hours maximum)**

  - Serving on editorial boards of peer-reviewed journals related to psychology or other related disciplines

  - Serving on scientific grant review teams

- Serving on boards of regulatory bodies

- Program development

- Evaluation activities in service of psychology and/or mental health

ACADEMIC

- **Publications (9 hours maximum – 1 publication = 9 hours credited)**

  - Authoring or co-authoring peer reviewed articles, book chapters, books

  - Editing or co-editing a book related to psychology or related discipline

  - Editing or co-editing of peer-reviewed journal

HOW TO ACCRUE HOURS OF CONTINUING PROFESSIONAL DEVELOPMENT (CPD)

PROFESSIONAL ACTIVITIES

- **Peer Consultation (1 hour minimum – 18 hours maximum)**
  - Case consultation
  - Reading group
  - Research group

- **Practice Outcome Monitoring (9 hours maximum)**
  - Beck Depression Inventory (BDI)
  - Beck Anxiety Inventory (BAI)
  - Outcome Rating Scale (ORS)
  - Session Rating Scale (SRS)
  - Participation in a hospital or health care system's formal quality assurance program that focuses on monitoring patient outcomes
  - Non-standardized measures for POM (rationale must be included)

- **Professional Activities (4.5 hours minimum – 12 hours maximum)**
  - Serving on psychological association boards/committees
  - Serving on editorial boards of peer-reviewed journals related to psychology or other related disciplines
  - Serving on scientific grant review teams
  - Serving on boards of regulatory bodies
  - Program development
  - Evaluation activities in service of psychology and/or mental health

- **Conferences/Conventions (6 hours maximum)**
  - Attendance at professional gatherings (in addition to credit for attending sponsored CE courses or sessions while attending the same conference)

- **Examination Functions (12 hours maximum)**
  - Examination development related function for the Board
  - Attendance at Board-sponsored examination training

- **Attendance at a California Board of Psychology Meeting (8 hours maximum)**
  - Attendance at a full day Board meeting
  - Attendance at a full day committee meeting

ACADEMIC

- **Academic Courses (18 hours maximum)**
  - Completing and earning credit for a graduate-level course related to psychology from an institution whose degree meets the requirements for licensure as a psychologist

- **Academic Instruction (18 hours maximum)**
  - Teaching a semester-long or equivalent graduate-level course related to psychology at an institution whose degree meets the requirements for licensure as a psychologist
  - Presenting an approved sponsored CE course that relates to the practice of psychology

- **Supervision (1 hour minimum – 18 hours maximum)**
  - Overseeing the professional experience of a pre-licensed trainee who is accruing hours toward licensure as a psychologist

- **Publications (9 hours maximum – 1 publication = 9 hours credited)**
  - Authoring or co-authoring peer reviewed articles, book chapters, books
  - Editing or co-editing a book related to psychology or related discipline
  - Editing or co-editing of peer-reviewed journal

SPONSORED CONTINUING EDUCATION

- **Approved sponsored continuing education coursework (18 hours maximum)**
  - Taking
  - Teaching

ABPP BOARD CERTIFICATION

- **ABPP Board Certification (can count for 100% (36 hours) of required CE in renewal cycle that the certification is awarded)**

- **Senior Option ABPP Board Certification (can count for 50% (18 hours) of required CE in renewal cycle that the certification is awarded)**

CONTINUING EDUCATION (CE)/aka CONTINUING PROFESSIONAL DEVELOPMENT (CPD) SUMMARY VERIFICATION FORM

Please do not submit any CE documentation with your renewal

If you are selected for an audit, you will be notified; at that time, you will submit these logs and documentation to the Board.

CPD Category	Max Hours Allowed	Description of Activity(ies) Completed	Date Completed	# of Hours Awarded (Not to exceed max allowed)	Check if applicable to: Laws & Ethics Requirement	Check if applicable to: Cultural Diversity Requirement
Peer Consultation	18					
Practice Outcome Monitoring	9					
Professional Activities	12					
Conferences / Conventions	6					
Board Meeting Attendance (Full Board or Committee)	12					
Examination Functions	12					
Academic Courses	18					
Academic Instruction	18					
Supervision	18					
Publications	9					
Sponsored Continuing Education Coursework	18					
ABPP Certification	36					
"Senior" ABPP Certification	18					

Total Hours Earned for Renewal Period: _____

CONTINUING EDUCATION (CE)/aka CONTINUING PROFESSIONAL DEVELOPMENT (CPD)
DETAILED VERIFICATION FORM

Name: _____

Address: _____

Telephone #: _____

e-mail: _____

Identify below the activities completed for fulfilling the CE/CPD requirements.
Retain all verifying documentation in your records. You may be asked to provide this documentation at a later date (e.g. in the event you are selected for an audit).

Peer Consultation

*Check if Applicable to: Laws & Ethics Requirements (L&E) ☐ Cultural Diversity/Social Justice Requirement (CD/SJ) ☐

Date(s) of Meeting(s): _____

Brief Description _____

# of Hours: _____

Person Attesting to Meetings (retain in your records a signed attendance log attesting to your presence)

Applicability to Practice: _____

Practice Outcome Monitoring *Check if Applicable to: L&E ☐ CD/SJ ☐

Date(s) of Session(s): _____

Client/Patient ID (Please be mindful of confidentiality): _____

# of Hours: _____

Applicability to Practice: _____

*Retain in your records a log including dates, # of hours, details of activities/discussions

Professional Activities *Check if Applicable to: L&E ☐ CD/SJ ☐

Name of Association/Regulatory Body: _____

Date of Appointment: _____

Duties: _____

Applicability to Practice: _____

*Retain in your records verification documentation from organization

CONTINUING EDUCATION (CE)/aka CONTINUING PROFESSIONAL DEVELOPMENT (CPD)
DETAILED VERIFICATION FORM

Conferences / Conventions *Check if Applicable to: L&E ☐ CD/SJ ☐

Date(s) of Meeting(s): _____

Nature of Conference / Convention: _____

# of Hours: _____

Applicability to Practice: _____

*Retain in your records documentation attesting to your presence / participation

Board Meeting Attendance *Check if Applicable to: L&E ☐ CD/SJ ☐

Date(s) of Meeting(s): _____

# of Hours:

Examination Functions *Check if Applicable to: L&E ☐ CD/SJ ☐

Name of Association/Regulatory Body: _____

Date of Appointment: _____

Duties: _____

Applicability to Practice: _____

*Retain in your records verification documentation from organization

Academic Courses *Check if Applicable to: L&E ☐ CD/SJ ☐

Name(s) of Course(s): _____

Mode(s) of Delivery (in person, online, video, etc.): _____

Academic Institution: _____

# of Hours (per course): _____

Applicability to Practice: _____

*Retain in your records verification documentation from provider/academic institution (including course description / syllabus)

Academic Instruction *Check if Applicable to: L&E ☐ CD/SJ ☐

Name(s) of Course(s): _____

Mode(s) of Delivery (in person, online, video, etc.): _____

Provider / Academic Institution: _____

# of Hours (per course): _____

Applicability to Practice: _____

*Retain in your records verification documentation from provider/academic institution (including course description / syllabus)

CONTINUING EDUCATION (CE)/aka CONTINUING PROFESSIONAL DEVELOPMENT (CPD)
DETAILED VERIFICATION FORM

Supervision *Check if Applicable to: L&E ☐ CD/SJ ☐

Name(s) of Supervisee(s):

# of Hours:

Applicability to Practice:

*Retain in your records a log including dates, # of hours, details of activities/discussions

Publications *Check if Applicable to: L&E ☐ CD/SJ ☐

Title(s) of Publication(s):

Title(s) of Journal Article(s):

# of Hours:

Applicability to Practice:

Sponsored Continuing Education Coursework *Check if Applicable to: L&E ☐ CD/SJ ☐

Name(s) of Course(s):

Mode(s) of Delivery (in person, online, video, etc.):

Provider:

# of Hours (per course):

Applicability to Practice:

*Retain in your records copies of certificates

Describe how you have complied with the Cultural Diversity/Social Justice Requirement (4 hour minimum):

Name(s) of CPD Activity(ies):

Mode(s) of Delivery (in person, online, video, etc.):

Applicability to Practice:

Describe how you have complied with the Law & Ethics Requirement (4 hour minimum):

Name(s) of CPD Activity(ies):

Mode(s) of Delivery (in person, online, video, etc.):

Applicability to Practice:

BOARD OF PSYCHOLOGY

Third Modified Text of Regulations

Single underline indicates originally proposed new language. Single strikeout indicates originally proposed deleted language.

Changes to the originally proposed language are shown in red with double underline for new text and in red with double strikeout for deleted text.

Changes to the first modified text are shown in blue and highlighted yellow with by double underline for new text and in blue with double strikeout for deleted text.

Changes to the second modified text are shown in italics with double underline for new text and with double strikeout and for deleted text. All changes are highlighted in grey.

(1) Amend Section 1397.60 of Article 10 of Division 13.1 of Title 16 of the California Code of Regulations to read as follows:

§ 1397.60. Definitions. [Effective ~~January 1, 2013~~ until December 31, ~~2015~~*2016*.]

This section shall be applicable to a license that expires on or after, or is reinstated or issued on or after, January 1, 2013, and becomes inoperative on **December 31, ~~2015~~*2016***.

As used in this article:

(a) "Conference" means a course consisting of multiple concurrent or sequential free-standing presentations. Acceptable presentations must meet the requirements of section 1397.61(c).

(b) "Continuing education" (CE) means the variety of forms of learning experiences, including, but not limited to, lectures, conferences, seminars, workshops, grand rounds, in-service training programs, video conferencing, and independent learning technologies.

(c) "Course" or "presentation" means an approved systematic learning experience of at least one hour in length. One hour shall consist of 60 minutes of actual instruction. Courses or presentations less than one hour in duration shall not be acceptable.

(d) "Grand rounds" or "in-service training program" means a course consisting of sequential, free-standing presentations designed to meet the internal educational needs of the staff or members of an organization and is not marketed, advertised or promoted to professionals outside of the organization. Acceptable presentations must meet the requirements of section 1397.61(c).

(e) "Independent learning" means the variety of forms of organized and directed learning experiences that occur when the instructor and the student are not in direct visual or auditory contact. These include, but are not limited to, courses delivered via the Internet, CD-ROM, satellite downlink, correspondence and home study. Self-initiated, independent study programs that do not meet the requirements of section 1397.61(c) are not acceptable for continuing education. Except for qualified individuals with a disability who apply to and are approved by the Board pursuant to section 1397.62(c), independent learning can be used to meet no more than 75% (27 hours) of the continuing education required in each renewal cycle. Independent learning courses must meet the requirements of section 1397.61(c).

(f) "Provider" means an organization, institution, association, university, or other person or entity assuming full responsibility for the course offered, whose courses are accepted for credit pursuant to section 1397.61(c)(1).

Note: Authority cited: Sections 2915(g) and 2930, Business and Professions Code. Reference: Sections 29 and 2915, Business and Professions Code.

§ 1397.60. Definitions. [Effective January 1, ~~2016~~*2017*.]

This section shall be applicable to a license that expires on or after, or is reinstated or issued on or after, January 1, ~~2016~~*2017*.

Continuing Professional Development (CPD) means one of thirteen continuing education (CE) learning activities grouped under four different categories. The four categories and thirteen learning activities, as described in section 1397.61(e), include: (1) Professional (Peer Consultation, Practice Outcome Monitoring (POM), Professional Activities, Conferences/Conventions, Examination Functions); (2) Academic (Academic Courses, Academic Instruction, Supervision, Publications); (3) Sponsored Continuing Education Coursework (including Independent/Online Learning); and (4) Board Certification.

As used in this article:

(a) "Academic Course" means completing and earning credit for a graduate-level course related to psychology from an institution whose degree meets the requirements of Section 2914 of the Code. A licensee must be able to demonstrate how coursework relates to managing the professional, scientific,

business or administrative aspects of providing psychological services. CE/CPD hours shall be granted pursuant to section 1397.61(e).

(b) "Academic Instruction" means teaching a semester-long, or equivalent, graduate-level course related to psychology in an institution whose degree meets the requirements of Section 2914 of the Code or presenting a sponsored CE course that relates to the practice of psychology. An instructor may be granted CE hours only once for each course taught during each renewal cycle .

(c) "Attendance at a California Board of Psychology Meeting (Full Board or Committee)" means attendance at a full day Board meeting or attendance at a separately noticed full committee meeting of the Board. The Board shall designate on its public agenda which day(s) shall be eligible for continuing education credit. A psychologist requesting CE/CPD ~~C~~credit pursuant to this subdivision must sign in and out on an attendance sheet at the Board or Committee meeting that requires the individual to provide his or her first and last name, license number, time of arrival and time of departure from the meeting.

(d) "Board Certification" means earning a certification from the American Board of Professional Psychology (ABPP).

(e) "Conference/Convention" means attending a professional gathering that consists of multiple concurrent or sequential free-standing presentations related to the practice of psychology where the licensee (or petitioner) interacts with colleagues and participates in the social, interpersonal, professional, and scientific activities that are part of the environment of those gatherings. CE/CPD credit can be accrued for Conference/Convention attendance in addition to credit earned for attending sponsored CE coursework or sessions at the same conference/convention.

(f) "Examination Functions" means serving in any examination development related function for the Board.

(g) "Peer Consultation" means structured and organized interaction with colleague(s) designed to broaden professional knowledge and expertise and reduce professional isolation. Training pursuant to this section may be obtained through case consultation or reading or research groups with other professionals.

(h) "Practice Outcome Monitoring (POM)" means the periodic application of standardized outcome assessment protocols with clients/patients, in order to monitor one's own practice process and outcomes, with the goal of assessing the effectiveness of one's approach(es) to intervention. Examples of POM include, but are not limited to, the Beck Depression Inventory (BDI), Beck Anxiety Inventory (BAI), the Outcome Rating Scale (ORS), and Session Rating Scale (SRS), participation in a hospital or health care system's formal quality assurance program that focuses on monitoring patient outcomes, as deemed appropriate

throughout the course of service. All outcome measures utilized must match the client's/patient's presenting concerns at the time service is rendered and must be sensitive to the presenting cultural or diversity variables in treatment. When using non-standardized measures for POM, a rationale must be included.

(i) "Professional Activities" means ongoing participation in, but not limited to, serving on psychological association boards or committees, editorial boards of peer reviewed journals related to psychology or other related disciplines, scientific grant review teams, or boards of regulatory bodies, program development and/or evaluation activities in service of psychology and/or mental health. A licensee must explain the role(s) he or she has assumed and must demonstrate how this role supports the public service work of the profession, and reduces professional isolation.

(j) "Provider" means an organization, institution, association, university, or other person or entity assuming full responsibility for the CE program offered, and whose courses are accepted for credit pursuant to section 1397.61(f)(1).

(k) "Publications" means authoring or co-authoring peer-reviewed journal articles, book chapters, book(s), or editing or co-editing a book related to psychology or related discipline.

(l) "Sponsored Continuing Education Coursework" means any structured, sequenced learning activity, whether conducted in-person, online, or self-directed (e.g. home-study) pursuant to section 1397.61(f)(1). Credit may be granted only once during a renewal cycle for each course completed. "Course" or "presentation" means an approved systematic learning experience.

(m) "Supervision" means overseeing the professional experience of a pre-licensed trainee who is accruing hours toward licensure pursuant to Section 1387.

Note: Authority cited: Sections 2915(g) and 2930, Business and Professions Code. Reference: Sections 29 and 2915, Business and Professions Code.

(2) Amend Section 1397.61 of Article 10 of Division 13.1 of Title 16 of the California Code of Regulations to read as follows:

§ 1397.61. Continuing Education Requirements. [Effective ~~January 1, 2013~~ until December 31, ~~2015~~*2016*.]

This section shall be applicable to a license that expires on or after, or is reinstated or issued on or after, January 1, 2013, and becomes inoperative on December 31, ~~2015~~*2016*.

(a) Except as provided in section 2915(e) of the Business and Professions Code and section 1397.62 of these regulations, each licensed psychologist shall certify on the application for license renewal that he or she has completed the continuing education requirements set forth in section 2915 of the Code. A licensee who renews his or her license for the first time after the initial issuance of the license is only required to accrue continuing education for the number of months that the license was in effect, including the month the license was issued, at the rate of 1.5 hours of approved continuing education per month. Continuing education earned via independent learning pursuant to section 1397.60(e) shall be accrued at no more than 75% of the continuing education required for the first time renewal. The required hours of continuing education may not be accrued prior to the effective date of the initial issuance of the license. A licensee who falsifies or makes a material misrepresentation of fact on a renewal application or who cannot verify completion of continuing education by producing verification of attendance certificates, whenever requested to do so by the Board, is subject to disciplinary action under section 2960 of the Code.

(b) Any person renewing or reactivating his or her license shall certify under penalty of perjury to the Board of Psychology as requested on the application for license renewal, that he or she has obtained training in the subject of laws and ethics as they apply to the practice of psychology in California. The training shall include recent changes/updates on the laws and regulations related to the practice of psychology; recent changes/updates in the Ethical Principles of Psychologists and Code of Conduct published by the American Psychological Association; accepted standards of practice; and other applications of laws and ethics as they affect the licensee's ability to practice psychology with safety to the public. Training pursuant to this section may be obtained in one or more of the following ways:

(1) Formal coursework in laws and ethics taken from an accredited educational institution;
(2) Approved continuing education course in laws and ethics;
(3) Workshops in laws and ethics;
(4) Other experience which provide direction and education in laws and ethics including, but not limited to, grand rounds or professional association presentation.

If the licensee chooses to apply a specific continuing education course on the topic of laws and ethics to meet the foregoing requirement, such a course must meet the content requirements named above, must comply with section 1397.60(c), and may be applied to the 36 hours of approved continuing education required in Business and Professions Code section 2915(a).

(c) The Board recognizes and accepts for continuing education credit courses pursuant to this section. A licensee will earn one hour continuing education credit for each hour of approved instruction.

(1) Continuing education courses shall be:

(A) provided by American Psychological Association (APA), or its approved sponsors;

(B) Continuing Medical Education (CME) courses specifically applicable and pertinent to the practice of psychology and that are accredited by the California Medical Association (CMA) or the Accreditation Council for Continuing Medical Education (ACCME); or
(C) provided by the California Psychological Association, or its approved sponsors.

(D) approved by an accrediting agency for continuing education courses taken prior to January 1, 2013, pursuant to this section as it existed prior to January 1, 2013.

(2) Topics and subject matter for all continuing education shall be pertinent to the practice of psychology. Course or learning material must have a relevance or direct application to a consumer of psychological services.

(3) No course may be taken and claimed more than once during a renewal period, nor during any twelve (12) month period, for continuing education credit.

(4) An instructor may claim the course for his/her own credit only one time that he/she teaches the acceptable course during a renewal cycle, or during any twelve (12) month period, receiving the same credit hours as the participant.

(d) Examination Functions. A licensee who serves the Board as a selected participant in any examination development related function will receive one hour of continuing education credit for each hour served. Selected Board experts will receive one hour of continuing education credit for each hour attending Board sponsored Expert Training Seminars. A licensee who receives approved continuing education credit as set forth in this paragraph shall maintain a record of hours served for submission to the Board pursuant to section 1397.61(e).

(e) A licensee shall maintain documentation of completion of continuing education requirements for four (4) years following the renewal period, and shall submit verification of completion to the Board upon request. Documentation shall contain the minimum information for review by the Board: name of provider and evidence that provider meets the requirements of section 1397.61(c)(1); topic and subject matter; number of hours or units; and a syllabus or course

description. The Board shall make the final determination as to whether the continuing education submitted for credit meets the requirements of this article.

(f) Failure to provide all of the information required by this section renders any application for renewal incomplete and not eligible for renewal.

Note: Authority cited: Sections 2915(g) and 2930, Business and Professions Code. Reference: Sections 29, 32, 2915 and 2915.7, Business and Professions Code.

§ 1397.61. Continuing Education Requirements. =[Effective January 1, ~~2016~~*2017*.]

This section shall be applicable to a license that expires on or after, or is reinstated or issued on or after, January 1, ~~2016~~*2017*.

(a) Except as provided in section 2915(e) of the Business and Professions Code and section 1397.62 of these regulations, a psychologist shall certify under penalty of perjury to the Board on the application for license renewal that he or she has completed the Continuing Education ~~(CE)~~ requirements set forth in this Article and Section 2915 of the Code. A psychologist who falsifies or makes a material misrepresentation of fact on a renewal application, or who cannot verify the hours in which he or she engaged in the CE/CPD activities by producing the documentation required by this Article whenever requested to do so by the Board, is subject to citation or to disciplinary action under section 2960 of the Code.

A psychologist who renews his or her license for the first time after the initial issuance of the license is only required to accrue CE/CPD for the number of months that the license was in effect, including the month the license was issued, at the rate of 1.5 hours of approved CE/CPD per month. The required hours of CE/CPD may not be accrued prior to the effective date of the initial issuance of the license, but must otherwise be accrued consistent with subdivision (e).

(b) A psychologist renewing or reactivating his or her license shall certify on the application for license renewal or reactivation that he or she has engaged in a minimum of four (4) hours of training in the subject of laws and ethics, for each renewal period, as they apply to the practice of psychology in California. This includes recent changes or updates on the laws and regulations related to the practice of psychology; recent changes or updates in the Ethical Principles of Psychologists and Code of Conduct published by the American Psychological Association; accepted standards of practice; and other applications of laws and ethics as they affect the licensee's ability to practice psychology safely. The four (4) hours shall be considered part of the thirty-six (36) hour CE requirement.

The licensee must verify the CE/CPD learning activity(s) that were utilized to meet this requirement on a form provided by the Board "CE Verification Log", rev. 09/2014 and incorporated herein by reference.

(c) A psychologist renewing or reactivating his or her license shall certify on the application for license renewal or reactivation that he or she has engaged in a minimum of four (4) hours of training, for each renewal period, pertinent to Cultural Diversity and/or Social Justice Issues as they apply to the practice of psychology in California. Cultural Diversity pertains to differences in age, race, culture, ethnicity, nationality, immigration status, gender, sexual orientation, socioeconomic status, religion/spirituality, and physical ability. 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. Training obtained at an ethnic- or culture-specific psychological association conference may be used to fulfill this requirement. The four (4) hours shall be considered part of the thirty-six (36) hour CE requirement.

The licensee must verify the CE/CPD learning activity(s) that were utilized to meet this requirement on a form provided by the Board "CE Verification Log", rev. 09/2014.

(d) Topics and subject matter for all allowed CE/CPD shall be pertinent to the practice of psychology. Course or learning material must have a relevance or direct application to a consumer of psychological services.

(e) The Board recognizes and accepts for CE/CPD credit hours that meet the description of the activities below. With the exception of 100% ABPP Board Certification, a licensee shall accrue hours during each renewal period (including the first time after the initial issuance of the license) from at least two (2) of the four (4) CPD activity categories: Professional; Academic; Sponsored Continuing Education; and Board Certification. A licensee shall receive no more credit than the maximum number of specified hours allowed per renewal period specified for each activity listed below.

Continuing Education/Continuing Professional Development Matrix

CE/CPD Activity	**Maximum # of Hours Allowed each Renewal Period**	**Hours Credited by Activity**
A. Professional Activity		
1. Peer Consultation (including, but not limited to, case consultation, reading or research groups) Licensee shall maintain a record of hours for submission to	1 hour minimum, if used 18 hours maximum	1 hour of activity = 1 hour credited

the Board.		
2. Practice Outcome Monitoring (assessing patient/client outcomes via protocol, including the use of repeated standardized outcome assessment protocols in order to assess patient/client outcomes) Licensee shall maintain a record of hours for submission to the Board.	9 hours	1 patient/client of practice outcome monitoring = 1 hour credited
3. Professional Activities (including, but not limited to, serving on psychological association boards or committees, editorial boards of peer-reviewed journals related to psychology, scientific grant review teams or board member of regulatory body, program development and/or activities in service of psychology) Licensee shall maintain a record of hours for submission to the Board.	4.5 hours minimum, if used 12 hours maximum	1 year = 9 hours credited 6 months = 4.5 hours credited
4. Conferences/Conventions (attendance at professional gatherings, as distinct from credit for sponsored CE course(s) while attending the conference) Licensee shall maintain a record of hours for submission to the Board.	6 hours	1 full conference day attendance = 1 hour credited
5. Examination Functions (examination development and related attendance at Board-sponsored Examination Training Seminars) Licensee shall maintain a record of hours for submission to the Board.	12 hours	1 seminar day participation = 6 hours credited
6. Attendance at a California Board of Psychology Meeting (Full Board or Committee)	8 hours	1 day of Full Board Meeting = 6 hours credited 1 Committee Meeting = 2 hours credited
B. Academic		

7. Academic Courses (completing and earning credit for a graduate-level course related to psychology from an institution whose degree meets the requirements of § 2914 of the Code) Licensee shall submit a transcript to the Board.	18 hours (each course counts only once for each renewal period)	1 sem. unit course = 6 hrs credited 2 sem. unit course = 12 hrs credited 3 sem. unit course = 18 hrs credited 1 qtr. unit course = 4.5 hrs credited 2 qtr. unit course = 9 hrs credited 3 qtr. unit course = 13.5 hrs credited 4 qtr. unit course = 18 hrs credited
8. Academic Instruction (includes: (1) Teaching a semester-long or equivalent, graduate-level course related to psychology at an institution whose degree meets the requirements of § 2914 of the Code; or (2) Presenting an approved sponsored CE course that relates to the practice of psychology) Licensee shall maintain a record of hours for submission to the Board.	18 hours (each course taught counts only once for each renewal period)	1 course (semester or equivalent in the quarter hour system) = 18 hours credited 1 full day workshop = 8 hours credited ½ day workshop = 4 hours credited
9. Supervision (overseeing the professional experience of a pre-licensed trainee who is accruing hours toward licensure pursuant to § 1387) Licensee shall maintain a record of hours for submission to the Board.	1 hour minimum, if used 18 hours maximum	1 hour = 1 hour credited
10. Publications (authoring or co-authoring peer-reviewed articles, book chapters, books, or editing or co-editing of peer-reviewed journal, etc.) Licensee shall maintain a record of hours for submission to the Board.	9 hours	1 publication = 9 hours credited
C. Sponsored Continuing Education		
11. Approved Sponsored Continuing Education Coursework [approved pursuant to § 1397.61(f)(1)] – teaching or taking. Licensee shall maintain a record of hours and proof of attendance for submission to the Board.	~~18~~27 hours (each course counts only once per renewal period)	1 hour = 1 hour credited
D. Board Certification		

12. ABPP Board Certification (can count for 100% of required CE in the renewal cycle that certification is awarded).	36 hours	Certification awarded = 36 hours credited
13. "Senior Option" ABPP Board Certification (can count for 50% of required CE in the renewal cycle that certification is awarded).	18 hours	Certification awarded = 18 hours credited

(f) To satisfy the requirements of section 2915 of the Code, sponsored continuing education courses shall meet the following requirements. An organization previously approved by the Board to provide or approve CE is deemed approved under this section.

(1) Sponsored CE courses must have been approved by a private, non-profit organization that has demonstrated to the Board, in writing, that it:

(A) has a 10-year history of providing educational programming for psychologists,

(B) has documented procedures for maintaining a continuing education approval program, including, but not limited to:

(i) maintaining and managing records and data related to approved CE programs, and

(ii) monitoring and approving CE providers and courses

(C) has policies in place to avoid a conflict of interest between any provider and approval functions,

(D) evaluates each CE provider seeking approval, including itself, according to current evidence as to what constitutes an appropriate program in terms of content and level of presentation, as set out in section 1397.61(f)(2),

(E) conducts periodic reviews of courses offered by providers approved by the organization, as well as its own courses, to determine compliance with the organization's requirements and the requirements of the Board,

(F) establishes a procedure for determining if an approved provider meets regulatory criteria as established in Article 10. Continuing Education Requirements, section 1397.60, and

(G) has a process to respond to complaints from the Board, providers, or from licensees concerning activities of any of its approved providers or their courses.

(2) Approving organizations~~agencies~~ shall ensure that approved providers:

(A) offer content at post-licensure level in psychology that is designed to maintain, develop, broaden and/or increase professional competencies,

(B) demonstrate that the information and programs presented are intended to maintain, develop, and increase conceptual and applied competencies that are relevant to psychological practice, education, or

science, and have a direct consumer application in at least one of the following ways:

~~(iii)~~ (i) programs include content related to well-established psychological principles,

~~(iv)~~ (ii) programs are based on content that extends current theory, methods or research, or informs current practice,

~~(v)~~ (iii) programs provide information related to ethical, legal, statutory, or regulatory guidelines and standards that impact the practice of psychology, and/or

~~(vi)~~ (iv) programs whose content focuses on non-traditional or emerging practice or theory ~~must~~ and can demonstrate relevance to practice~~be able to directly bridge to subdivision (i)~~.

(C) Use a formal (written) evaluation tool to assess program effectiveness (what was learned) and assess how well each of the educational goals was achieved (this is separate from assessing attendee satisfaction with the CE program),

(D) Use results of the evaluation process to improve and plan future programs,

(E) Provide CE credit on the basis of one hour of credit will be earned for each hour of approved instruction,

(F) Provide attendance verification to CE attendees that includes the name of the course, the number of credit hours earned, and the approving agency,

(G) Provide services to all licensees without discrimination, and

(H) Ensure that advertisements for CE courses that include language that accurately reflects the approval status of the provider.

(3) Upon written confirmation from the Board that an organization has been recognized as an approving organization, that organization may advertise that it has been so recognized.

(4) Approval may be revoked by the Board for good cause.

(g) A licensee shall document completion of CE/CPD activities on CPD Verification Logs provided by the Board (Form "CE Verification Log", rev. 09/2014). Documentation shall contain sufficient information for review and verification by the Board: activity category and a description of the activity, date of activity, number of hours engaged in activity, name of consultant (if any), type of outcome monitoring (if any), professional association served (if any), name and place of publication (if any), name and place of course taken or taught (if any), name of provider (if any) and evidence that provider meets the requirements of section 1397.61(c)(1); topic and subject matter; number of hours or units; a syllabus or course description (if any). The Board shall make the final determination as to whether the documentation submitted meets the requirements of this article. A licensee shall retain Verification Logs and

supporting documentation for a minimum of four (4) years following the renewal, and shall submit documentation to the Board upon request.

(h) No approved sponsored CE/CPD coursework may be taken and claimed more than once during a renewal period, for continuing education credit.

(i) Failure to provide all of the information required by this section renders any application for renewal incomplete and not eligible for renewal.

(j) For a license that expires between January 1, ~~2016~~*2017*, and ~~November 30, 2017~~*December 31, 2018*, the licensee may accrue some or all CE consistent with this section as it existed prior to January 1, ~~2016~~*2017*.

Note: Authority cited: Sections 2915(g) and 2930, Business and Professions Code. Reference: Sections 29, 32, 2915 and 2915.7, Business and Professions Code.

(3) Amend Section 1397.62 of Article 10 of Division 13.1 of Title 16 of the California Code of Regulations to read as follows:

§ 1397.62. Continuing Education Exemptions and Exceptions. [Effective ~~January 1, 2013~~ until December 31, ~~2015~~*2016*.]

This section shall be applicable to a license that expires on or after, or is reinstated or issued on or after, January 1, 2013, and becomes inoperative on December 31, ~~2015~~*2016*.

At the time of making application for renewal of a license, a psychologist may as provided in this section request an exemption or an exception from all or part of the continuing education requirements.

(a) The Board shall grant an exemption only if the psychologist verifies in writing that, during the two year period immediately prior to the expiration date of the license, he or she:

(1) Has been engaged in active military service reasonably preventing completion of the continuing education requirements, except that a licensee granted an exemption pursuant to this section shall still be required to fulfill the laws and ethics requirement set forth in section 1397.61(b); or

(2) Has been prevented from completing the continuing education requirements for reasons of health or other good cause which includes:

(A) Total physical and/or mental disability of the psychologist for at least one year; or

(B) Total physical and/or mental disability of an immediate family member for at least one year where the psychologist has total responsibility for the care of that family member.

Verification of a physical disability under subsection (a)(2) shall be by a licensed physician and surgeon or, in the case of a mental disability, by a licensed psychologist or a board certified or board eligible psychiatrist.

(b) An exception to the requirements of Business and Professions Code section 2915(d) may be granted to licensed psychologists who are not engaged in the direct delivery of mental health services for whom there is an absence of available continuing education courses relevant to their specific area of practice.

(1) An exception granted pursuant to this subsection means that the Board will accept continuing education courses that are not acceptable pursuant to section 1397.61(c) provided that they are directly related to the licensee's specific area of practice and offered by recognized professional organizations. The Board will review the licensee's area of practice, the subject matter of the course, and the provider on a case-by-case basis. This exception does not mean the licensee is exempt from completing the continuing education required by Business and Professions Code section 2915 and this article. (2) Licensees seeking this exception shall provide all necessary information to enable the Board to determine the lack of available approved continuing education and the relevance of each course to the continuing competence of the licensee. Such a request shall be submitted in writing and must include a clear statement as to the relevance of the course to the practice of psychology and the following information:

(A) Information describing, in detail, the depth and breadth of the content covered (e.g., a course syllabus and the goals and objectives of the course), particularly as it relates to the practice of psychology.

(B) Information that shows the course instructor's qualifications to teach the content being taught (e.g., his or her education, training, experience, scope of practice, licenses held and length of experience and expertise in the relevant subject matter), particularly as it relates to the practice of psychology.

(C) Information that shows the course provider's qualifications to offer the type of course being offered (e.g., the provider's background, history, experience and similar courses previously offered by the provider), particularly as it relates to the practice of psychology.

(3) This subsection does not apply to licensees engaged in the direct delivery of mental health services.

(c) Psychologists requiring reasonable accommodation according to the Americans with Disabilities Act may be granted an exemption from the on-site participation requirement and may substitute all or part of their continuing education requirement with an American Psychological Association or accreditation agency approved independent learning continuing education program. A qualified individual with a disability must apply to the Board to receive this exemption.

(d) Any licensee who submits a request for an exemption or exception that is denied by the Board shall complete any continuing education requirements within 120 days of the notification that the request was denied.

NOTE: Authority cited: Sections 2915(g) and 2930, Business and Professions Code. Reference: Section 2915, Business and Professions Code.

§ 1397.62. Continuing Education Exemptions and Exceptions. [Effective January 1, ~~2016~~*2017*.]

This section shall be applicable to a license that expires on or after, or is reinstated or reissued on or after, January 1, ~~2016~~*2017*.

At the time of, or prior to renewal of a license, a psychologist may, as provided in this section, be granted an exemption from all or part of the Continuing Education (CE/CPD) requirements if he or she verifies in writing, under penalty of perjury, that during the period preceding the expiration of the license he or she meets the requirements for the exemption.

(a) Active Military Service. If a license has met the requirement of section 114.3 of the Code, for the first renewal after discharge from active military service, he or she shall be exempt from the CE/CPD renewal requirements, except that he or she must accrue, as a condition of renewal, 1.5 hours per month (or portion of month) remaining in the renewal cycle post-discharge, calculated 60 days after discharge date. The licensee shall, at a minimum, fulfill the Laws and Ethics requirement set out in Section 1397.61(b), and the Cultural Diversity/Social Justice requirement set out in Section 1397.61(c).

(b) Has been prevented from completing the continuing education requirements for reasons of health or other good cause, which includes:

(1) Total physical and/or mental disability of the psychologist for at least one year; or

(2) Total physical and/or mental disability of an immediate family member for at least one year where the psychologist has total responsibility for the care of that family member.
Verification of a physical disability under subsection (b)(1) and/or (b)(2) shall be by a licensed physician and surgeon or, in the case of a mental disability, by a licensed psychologist or a board certified or board eligible psychiatrist.

(c) Any licensee who submits a request for an exemption or exception that is denied by the Board shall complete any CE/CPD requirements within 120 days of the notification that the request was denied.

NOTE: Authority cited: Sections 2915(g) and 2930, Business and Professions Code. Reference: Section 2915, Business and Professions Code.

(4) Amend Section 1397.67 of Article 10 of Division 13.1 of Title 16 of the California Code of Regulations to read as follows:

§ 1397.67. Renewal After Inactive or ~~Delinquent~~ Expired Status. [Effective ~~January 1, 2013~~ until December 31, ~~2015~~*2016*.]

This section shall be applicable to a license that expires on or after, or is reinstated or issued on or after, January 1, 2013, and becomes inoperative on December 31, ~~2015~~*2016*.

(a) To activate a license which has been placed on inactive status pursuant to section 2988 of the Code, the licensee must submit evidence of completion of the requisite 36 hours of qualifying continuing education courses for the two-year period prior to establishing the license as active.

(b) For the renewal of a ~~delinquent~~ expired psychologist license within three years of the date of expiration, the applicant for renewal shall provide evidence of completion of 36 hours of qualifying continuing education courses for the two-year period prior to renewing the license.

After a license has been ~~delinquent~~ expired for three years, the license is automatically cancelled and the applicant must submit a complete licensing application, meet all current licensing requirements, and successfully pass the licensing examination just as for the initial licensing application unless the board grants a waiver of the examination pursuant to section 2946 of the Code.

NOTE: Authority cited: Sections 2915(g) and 2930, Business and Professions Code. Reference: Section 2915, 2984, and 2988, Business and Professions Code.

§ 1397.67. Renewal After Inactive or Expired Status. [Effective January 1, ~~2016~~*2017*.]

This section shall be applicable to a license that expires on or after, or is reinstated or issued on or after, January 1, ~~2016~~*2017*.

(a) To activate a license that has been placed on inactive status pursuant to section 2988 of the Code, the licensee must submit evidence of completion of the requisite 36 hours of qualifying Continuing Education ~~(CE)~~ for the two-year period prior to establishing the license as active.

(b) For the renewal of an expired psychologist license within three years of the date of expiration, the applicant for renewal shall provide evidence of completion of 36 hours of qualifying Continuing Education ~~CE~~ for the two-year period prior to renewing the license.

After a license has been expired for three years, the license is automatically cancelled and the applicant must submit a complete licensing application, meet all current licensing requirements, and successfully pass the licensing examination just as for the initial licensing application unless the Board grants a waiver of the examination pursuant to section 2946 of the Code.

NOTE: Authority cited: Sections 2915(g) and 2930, Business and Professions Code. Reference: Section 2915, 2984, and 2988, Business and Professions Code.