



BOARD OF PSYCHOLOGY CONTINUING EDUCATION COMMITTEE MEETING HIGHLIGHTS

**Pepperdine University
Graduate School of Education and Psychology
18111 Von Karman Avenue
Room 235
Irvine, CA 92612**

Monday May 6, 2013

The open session meeting was called to order by the President Michael Erickson, Ph.D., at 10:00 am. Committee members were present and due notice had been sent to all interested parties.

Members Present:

- Michael Erickson, Ph.D. – President, Ex Officio committee member
- Barbara Cadow, Ph.D. – Vice-President, Committee Member
- Miguel Gallardo, Psy.D. – Committee Chairperson
- Johanna Arias-Bhatia – Committee Member

Others Present:

- Denise Russell, Continuing Education/Special Investigator/Probation
- Colette McDowell, Continuing Education/Enforcement
- Dr. Lawrence Hedges

At the February 2013 Board meeting, the Board agreed to continue the exploration and discussion to define and outline an evolution from the current continuing education content standards to a Continued Professional Development (CPD) model.

The model is intended to ease the cost burdens associated with obtaining continuing education units/hours, develop an accepted standard of continuing education and empower licensed Psychologists; all while being mindful of education needs and consumer protection.

The committee is in agreement that empowering psychologists to develop their own training plan, within the model, is a worthwhile endeavor.

The meeting started with the Committee members reiterating that the proposed CE/CPD model is moving along as or better than expected.

Dr. Hedges commented on the multicultural and Law and Ethics requirement – expressed that he is concerned that the ethics requirement is widely misunderstood and feels too many psychologists think they don't have to participate or keep abreast of changes in Law and Ethics. Would like the Board to expect each licensee to participate in training or somehow be more accountable for the education/trainings they attest to.

After discussion, committee agreed the new verification form will require psychologists document how they have met the law and ethics and cultural diversity requirements.

Following are the current expectations and overview of the proposed CE/CPD model. The committee will continue to work together to clarify and improve the model.

§ 1397.60. Definitions.

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, 2014.

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.

This section shall be applicable to a license that expires on or after, or is reinstated or issued on or after, January 1, 2015.

As used in this article:

(a) “Academic Course” means completing and earning credit for a graduate-level course related to psychology from an accredited institution. Coursework must be demonstrated to relate to psychology in order to help manage the professional, scientific, business or administrative aspects of one’s profession more effectively. Courses that meet the training pursuant to section 1397.61(e) shall receive credit as follows:

1. 1 semester unit course = 6 CE hours
2. 2 semester unit course = 12 CE hours
3. 3 semester unit course = 18 CE hours

4. 1 quarter unit course = 4.5 CE hours
5. 2 quarter unit course = 9 CE hours
6. 3 quarter unit course = 13.5 CE hours
7. 4 quarter unit course = 18 CE hours

(b) “Academic Instruction” means:

- (1) Teaching for the first time a semester-long or equivalent, graduate or undergraduate course related to psychology in an accredited institution; or
- (2) Presenting, for the first time, a sponsored CE course that relates to the practice of psychology that meets the requirements of section 1397.61(e)(1), and that includes:

(A) 1 course (semester or equivalent in the quarter system) = 18 CE hours

(B) 1 full day workshop (at least six (6) hours in length) = 8 CE hours;
or

(B) a half-day workshop (at least three (3) hours in length) = 4 CE hours

(c) “Board Certification” means earning certification from the American Board of Professional Psychology (ABPP).

(d) “Conference/Convention” means attending professional gatherings that consist 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. Continuing Education credit can be accrued for Conference/Convention activities for which the attendee does not otherwise earn credit for Sponsored Continuing Education. Acceptable presentations must meet the requirements of section 1397.61(c).

(e) “Continuing Professional Development (CPD) Activity” means one of twelve continuing education learning activities grouped under four different categories. The CPD activities are designed to continue over time and include formal follow up, and to decrease professional isolation in order to heighten awareness of current practice standards. The four categories and twelve learning activities, as described in section 1397XX, include: (1) Professional (Ongoing Peer Consultation, Practice Outcome Monitoring (POM), Professional Services/Activities, Conferences/Conventions, Examination Functions); (2) Academic (Academic Courses, Academic Instruction, Supervision, Publications); (3) Sponsored Continuing Education (including Independent Learning); and (4) Board Certification (100% ABPP Board Certification, or “Senior Option”).

(f) “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).

(g) “Ongoing Peer Consultation” means a structured and organized system of interaction with colleague(s) designed to broaden professional knowledge and expertise and reduce professional isolation. Training pursuant to this section may be obtained in one or more of the following ways: ongoing case consultation with other mental health professional(s), journal clubs, research groups, or ongoing mentoring of colleague(s). A log documenting dates and length of each meeting, including names of others in attendance is required.

(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 therapeutic approach(es). 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 treatment. All outcome measures utilized must match the patient’s presenting concerns at the time treatment is rendered and must be sensitive to presenting cultural variables in treatment. When using non-standardized measures, 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, scientific grant review teams or board member of a regulatory body. Applicants must demonstrate the role(s) they have

assumed and must demonstrate how the various roles they hold support their continued professional development. Professional services/activities are intended to ensure that the public service work of the profession is supported, and to reduce professional isolation.

(j) "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).

(k) "Publications" means authoring peer-reviewed articles, book chapters, or editing or co-editing a book.

(l) "'Senior Option' ABPP Certification" as defined by the American Board of Professional Psychology, means a specialist applicant/candidate with 15 or more years of experience following licensure. Senior ABPP certification can be used to account for no more than 50% (18 hours) of required CE in the year that certification is awarded.

(m) "Sponsored Continuing Education" means any activity provided by a sponsor organization approved by the Board pursuant to section 1397.61(e)(1), and includes, but is not limited to, lectures, conferences, seminars, workshops, grand rounds, in-service training programs, and/or video conferencing .

(1) "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. 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 50% (18 hours) of the continuing education required in each renewal cycle. Independent learning courses must meet the requirements of section 1397.61(e).

(n) "Supervision" means overseeing the clinical cases of a graduate student or other mental health professional in academic, training, and treatment settings on an ongoing basis.

(f) "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.

(f) "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).

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

§ 1397.61. Continuing Education Requirements. [Effective January 1, 2013.]

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, 2014.

(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.

This section shall be applicable to a license that expires on or after, or is reinstated or issued on or after, January 1, 2015.

(a) Except as provided in section 2915(e) of the Business and Professions Code and section 1397.62 of these regulations, a licensed psychologist shall certify under penalty of perjury to the Board of Psychology 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 licensed psychologist 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 licensed 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 learning activities by producing verification of completion certificates, whenever requested to do so by the Board, is subject to citation or to disciplinary action under section 2960 of the Code.

(b) A licensed psychologist renewing or reactivating his or her license shall certify 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 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. Training pursuant to this section shall only be obtained through either academic or

sponsored continuing education coursework in laws and ethics as described in section 1397.61(e).

If the licensee chooses to apply a specific continuing education activity on the topic of laws and ethics to meet the foregoing requirement, such an activity 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) A licensed psychologist renewing or reactivating his or her license shall certify on the application for license renewal that he or she has obtained continuing education in the subject of cultural diversity and social justice issues as they apply to the practice of psychology in California. The continuing education can be acquired in any one of the CPD activities listed in section 1397.61(e). The training shall include recent changes or updates in the areas of cultural diversity, multicultural psychology, cross-cultural psychology, and social justice related to the safe provision of psychological services to culturally diverse communities. Cultural diversity is defined as including social identities such as age, race, ethnicity, nationality, immigration status, gender, sexual orientation, socioeconomic status, religion/spirituality, and ability status. For training pursuant to this section, Social Justice is defined as 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 individuals, families and communities mental health concerns.

(d) 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.

(e) The Board recognizes and accepts for continuing education credit hours that meet the description of the activities below. With the exception of 100% ABPP Board certification, a licensee shall accrue hours 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 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	Value of Credits by Activity
A. Professional		
1. Ongoing Peer Consultation (including but not limited to case consultation, journal clubs, research groups, mentoring)	9 hours minimum, if used 18 hours maximum	1 hour of activity= 1 CE hour
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)	9 hours	1 patient/client of practice outcome monitoring = 1 CE hour
3. Professional Services (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)	9 hours	1 year = 9 CE hours
4. Conferences/Conventions (attendance at professional gatherings itself, as distinct from credit for sponsored CE course while attending the conference)	4 hours	1 conference day, attendance at = 1 CE hour
5. Examination and/or Expert Functions (attendance at Board-sponsored Examination and/or Expert Training Seminars)	12 hours	1 seminar day participation = 6 CE hours
B. Academic		
6. Academic Courses (completing and earning credit for a graduate-level course related to psychology from an accredited institution)	18 hours	1 sem. unit course = 6 CE hrs 2 sem. unit course = 12 CE hrs 3 sem. unit course = 18 CE hrs 1 qu. unit course = 4.5 CE hrs 2 qu. unit course = 9 CE hrs 3 qu. unit course = 13.5 CE hrs 4 qu. unit course = 18 CE hrs

7. Academic Instruction (Includes: (1) Teaching for the first time a semester-long or equivalent, graduate or undergraduate course related to psychology at an accredited institution; or (2) Presenting for the first time, a sponsored CE course that relates to the practice of psychology)	18 hours	1 course (semester or equivalent in the quarter hour system) = 18 CE hours 1 full day workshop = 8 CE hours ½ day workshop = 4 CE hours
8. Supervision (overseeing the clinical cases of a graduate student or other mental health professional in academic, training, and treatment settings on an ongoing basis. Enhanced critical thinking and knowledge of the latest effective treatment approaches will increase the skills of the practicing supervisor.)	9 hours minimum, if used 18 hours maximum	1 hour = 1 credit
9. Publications (peer-reviewed articles, book chapters or editor or coeditor of peer reviewed journal)	9 hours	1 publication = 9 CE hours
C. Sponsored Continuing Education		
10. Sponsored Continuing Education (pursuant to § 1397.61(e))	27 hours	1 hour = 1 CE hour
10a. Independent Learning Sponsored Continuing Education (pursuant to § 1397.61(f))	18 hours (of the 27 allowed "Sponsored Continuing Education" Hours)	1 hour = 1 CE hour
D. Board Certification		
11. ABPP Board Certification (can count for 100% of required CE in the year that certification is awarded)	36 hours	Certification awarded = 36 CE hours
12. "Senior Option" in Examinations (can count for 50% of required CE in the year that certification is awarded)	18 hours	Certification awarded = 18 CE hours

(f) Sponsored continuing education courses pursuant to this section will earn one hour of continuing education credit for each hour of approved instruction.

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

(3) 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.

(g) Documentation of completion of CPD shall be made on CPD Verification Logs (both the Summary and the Detailed Logs, which are mailed out with renewal forms). A licensee shall maintain documentation of completion of continuing education requirements for a minimum of four (4) years following the renewal period, and shall submit verification of completion to the Board upon request. Documentation shall contain sufficient 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.

(h) 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.

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

CPD Category	Max Hours Allowed	Description of Activity(s) Completed	Date Completed	# of Hours Awarded	Total Allowed Hours Earned for Category
Ongoing Peer Consultation	18				
Practice Outcome Monitoring	9				
Professional Services	9				
Conferences / Conventions	4				
Examination Functions	12				
Academic Courses	18				
Academic Instruction	18				
Academic Supervision	18				
Publications	9				
Approved Sponsor CE (including "Independent Learning", maximum 18 hrs.)	27				
ABPP Certification	36				
"Senior" ABPP Certification	18				

Total Hours Earned for Renewal Period:

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

Name: _____
Address: _____
Telephone #: _____
e-mail: _____

Identify below the activities completed for fulfilling the CE/CPD requirements. Attach any available verifying documentation (Attach additional sheets as necessary).

Ongoing Peer Consultation

Dates of Meetings _____
Nature of Consultation _____
of Hours: _____
Person Attesting to Meetings (attach a signed attendance log attesting to your presence) _____

Practice Outcome Monitoring

Dates of Meetings _____
Client/Patient ID (Please be mindful of confidentiality): _____
of Hours: _____
Person Attesting to Meetings (attach a signed attendance log attesting to your presence) _____

Professional Services

Name of Association/Regulatory Body: _____
Date of Appointment: _____
Duties: _____

*Attach verification documentation from organization

Conferences / Conventions

Dates of Meetings _____
Nature of Conference / Convention: _____
of Hours: _____

*Attach documentation attesting to your presence / participation

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

Examination Functions

Name of Association/Regulatory Body: _____

Date of Appointment: _____

Duties: _____

*Attach verification documentation from organization

Academic Courses

Name(s) of Course(s): _____

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

Provider / Academic Institution _____

of Hours (per course): _____

Applicability to Practice: _____

*Attach verification documentation from provider/academic institution (including course description / syllabus)

Academic Instruction

Name(s) of Course(s): _____

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

Provider / Academic Institution _____

of Hours (per course): _____

Applicability to Practice: _____

*Attach verification documentation from provider/academic institution (including course description / syllabus)

Academic Supervision

Name(s) of Supervisee(s): _____

*Attach log including dates, # of hours, details of activities/discussions

Publications

Name(s) of Publication(s): _____

of Hours: _____

Applicability to Practice: _____

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

Sponsored Continuing Education

Name(s) of Course(s): _____

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

Provider / Academic Institution _____

of Hours (per course): _____

*Attach copies of certificates

Describe how you have complied with the Cultural Diversity Requirement:

Name(s) of Activity(s): _____

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

Applicability to Practice: _____

Describe how you have complied with the Law & Ethics Requirement:

Name(s) of Activity(s): _____

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

Applicability to Practice: _____