

## Continuing Education Information

### → Certificates of Attendance/Completion

**Please be sure to review your certificates of attendance/completion.** Certificates of attendance/completion **must** contain the following:

- your name
- date of the course/program
- number of continuing education hours earned
- a statement that the course/program was offered by an approved sponsor (see listing below)

### → Approved Sponsors

Section 41.59(d)(3) of the Board's regulations provides the following list of sponsors approved by the Board:

- (i) Accredited colleges or universities as long as the course/program corresponds to the scope of practice of psychology and generates semester/quarter hour credit.
- (ii) The American Psychological Association (APA) and APA-approved sponsors.
- (iii) Sponsors approved by the American Medical Association (AMA) that offer programs that relate to the practice of psychology.

### → Ethics Continuing Education

Completion of at least 3 hours of continuing education in ethics is required. If the word "ethics" or a derivative of the word "ethics" is contained in the title of a course/program taken through an approved sponsor, the continuing education earned can be used towards satisfying the ethics continuing education requirement. If the course/program pertains to ethics and the title of the course/program does not contain the word "ethics" or a derivative of the word "ethics", the provider of the course/program must indicate on the certification of attendance/completion the number of hours of ethics earned. If the certificate does not designate a specific number of ethics hours, no ethics credit will be awarded.

### → Suicide Prevention Continuing Education

Completion of at least 1 hour of continuing education in suicide prevention is required. If the word "suicide" or a derivative of the word "suicide" is contained in the title of a suicide prevention course/program taken through an approved sponsor, the continuing education earned can be used towards satisfying the suicide prevention continuing education requirement. If the course/program pertains to suicide prevention and the title of the course/program does not contain the word "suicide", the provider of the course/program must indicate on the certification of attendance/completion the number of hours of suicide prevention continuing education earned.

**PLEASE NOTE:** The 1 hour of continuing education in suicide prevention may NOT be used towards satisfying the 3 hours of continuing education in ethics.

### → Home Study

A maximum of 15 of the required 30 hours may be accrued via home study courses offered by approved sponsors. *The Board considers webinars to be home study unless the participants are able to interact with the instructor in real time.*

### → Acceptable Proof of Completion

- \* Attendance at a College or University course/program--Continuing education is earned for completion of a college or university course/program that has a PSY Prefix and generates semester/quarter hour credit. 1 college/university credit=15 hours of continuing education. A transcript is required to prove course/program completion.
- \* Teaching – A psychologist may obtain up to 15 hours of continuing education either by: (1) teaching a course in psychology for a regionally accredited college or university if the course generates semester/quarter hour credit or (2) teaching a workshop for an approved sponsor. The Board will only accept courses with PSY in the prefix or "psychology" in the title of the course as a "course in psychology". Acceptable documentation, which must be maintained in the event of an audit, is:

College/university course – A letter from the department chair identifying the course prefix, number and title; the dates, time and place of teaching; and the number of credits. A course syllabus may also be requested.

Workshop – A letter from the approved sponsor of the workshop stating that the psychologist successfully conducted the workshop and indicating the dates and locations of the workshop.

**PLEASE NOTE:** A psychologist may only be awarded credit for teaching the same course/workshop once every 4 years. Credit for workshops with multiple instructors will be determined by dividing the number of continuing education hours granted for the workshop by the number of instructors participating in the workshop.

\* Professional Writing – A maximum of 10 hours of continuing education may be obtained by authoring an article published in a journal abstracted in PsycINFO or a chapter(s) in a text or trade book for psychologists. Credit is only awarded for the year in which the article/chapter was published. Acceptable documentation, which must be maintained in the event of an audit, is:

Journal article – Copies of the page or pages of the article that show the title of the article, author(s), journal title and date of publication of the article.

Chapter(s) in a text or trade book for psychologists – Copy of the title page of the book, the table of contents, the title page of the chapter indicating authorship and the date of publication.

**PLEASE NOTE:** Book reviews and test reviews are not acceptable. Ten hours per publication, divided by the number of authors, will result in the number of contact hours granted (e.g., an article that has two authors will result in five contact hours for each author).

→ **Act 31 Child Abuse Recognition and Reporting Continuing Education**

Verification of completion of 2 hours of child abuse recognition and reporting continuing education must be received electronically from an approved provider in order to renew a license. A certificate of attendance/completion cannot be accepted in lieu of the required electronic verification.