MEETING NOTICE

Continuing Education Provider Review Committee
April 18, 2012

Department of Consumer Affairs
El Dorado Room
1625 North Market Blvd.
2nd Floor, Room N220
Sacramento, CA 95834

1:00 p.m.

I. Introductions

II. Purpose of Committee

III. Discussion Regarding the Board’s Continuing Education Provider Requirements

IV. Discussion and Comparison of DCA Healing Arts Board’s Continuing Education Program

V. Discussion and Comparison of Other State Board’s Continuing Education Program

VI. Public Comment for Items Not on the Agenda

VII. Suggestions for Future Agenda Items

VIII. Future Meeting Dates

IX. Adjournment

Public Comment on items of discussion will be taken during each item. Time limitations will be determined by the Chairperson. Items will be considered in the order listed. Times are approximate and subject to change. Action may be taken on any item listed on the Agenda.

THIS AGENDA AS WELL AS BOARD MEETING MINUTES CAN BE FOUND ON THE BOARD OF BEHAVIORAL SCIENCES WEBSITE AT www.bbs.ca.gov.

NOTICE: The meeting is accessible to persons with disabilities. A person who needs a disability-related accommodation or modification in order to participate in the meeting may make a request by contacting Christina Kitamura at (916) 574-7835 or send a written request to Board of Behavioral Sciences, 1625 N. Market Blvd., Suite S-200, Sacramento, CA 95834. Providing your request at least five (5) business days before the meeting will help ensure availability of the requested accommodation.
**Continuing Education Provider Review Committee**

The Continuing Education Provider Review Committee was appointed in November 2011. The Committee will conduct a holistic review of the Board’s continuing education program and evaluate the issues regarding continuing education and continuing education providers.

The Committee’s work will focus on assessing the Board’s current continuing education program and various continuing education models throughout the state and country. Stakeholders and interested parties will be given an opportunity to provide input, feedback, and express their concerns regarding continuing education and continuing education providers.

The Committee, stakeholders, and interested parties will evaluate relevant data and information to establish a model that provides the Board the authority essential to an effective continuing education model.

The Committee anticipates submitting its recommendation to the Board in 2013.
Background
Current law requires all licensees of the Board of Behavioral Sciences (Board), as a condition of biennial licensure renewal, to complete 36 hours of continuing education (CE) in, or relevant to, the licensee’s respective field of practice. CE courses must be obtained from:

- An accredited or state-approved school; or,
- A professional association, licensed health facility, governmental entity, educational institution, individual, or other organization approved by the Board.

California Code of Regulations (CCR) Title 16, Section 1887.7 outlines the requirements for CE Provider approval by the Board. In order to be approved by the Board, a CE Provider must meet the Board’s course content and instructor qualification criteria as outlined in statute and regulation (Attachments A & B).

CE course content shall be applicable to the practice of the particular profession, must be related to direct or indirect patient care as described below and must incorporate one or more of the following:

- Aspects of the discipline that are fundamental to the understanding and practice of the profession;
- Aspects of the discipline in which significant recent developments have occurred; or,
- Aspects of other disciplines that enhance the understanding or the practice of the discipline of the licensee.

A direct patient/client care course, defined in 16 CCR Section 1887.4, covers specialty areas of therapy (e.g. theoretical frameworks for clinical practice; intervention techniques with individuals, couples and groups). Indirect patient care courses cover pragmatic aspects of clinical practice (e.g. legal and ethical issues, consultation, recordkeeping, office management, insurance risks and benefits, managed care issues, research obligations and supervision training).

CE Provider approval must be renewed every two years. A CE Provider must apply for renewal by submitting the appropriate form and paying the required two-hundred dollar ($200) fee.

16 CCR Section 1887.10 states that instructors teaching a course must have at least two of the following:
• A license, registration or certificate (free from restrictions) in an area related to the subject matter of the course;
• A master’s degree or higher degree from an educational institution in an area related to the subject matter of the course;
• Training, certification or experience teaching subject matter related to the subject matter of the course; or,
• At least two years’ experience in an area related to the subject matter of the course.

The Board may revoke a provider’s status for the following reasons:
• A provider is convicted of a felony or misdemeanor substantially related to the activities of the Board-approved provider;
• A provider, who is a licensee of the board, fails to comply with the provisions in the Board’s statutes and regulations; or
• A provider makes a material misrepresentation of fact in information submitted to the board.

The Board may audit the course records of a provider to ensure compliance with the Board’s requirements. A provider is required to maintain the following records for four years:
• Syllabi for all courses;
• The time and location of all courses;
• Course advertisements;
• Course instructors’ vitae or resumes;
• Attendance rosters with the names and license numbers of licensees who attended the courses;
• Sign-in sheets; and
• Records of course completion issued to licensees who attended the courses.

CE Provider Issues

A number of issues have come to the attention of staff this past year related to CE Provider requirements. These issues have been presented and discussed at the October 2011 Policy and Advocacy Committee Meeting and at the November 2011 Board Meeting. The Board voted at its November 2011 meeting to create a two-member committee to review and discuss the Board’s current CE provider requirements and other models of continuing education.

This memo identifies a broad list of concerns for discussion by the Committee.

1. Current Scope of Approval Authority

The law gives the Board authority to revoke or deny a provider based on not ensuring quality of content, however, it does not allow the Board to approve or deny specific courses by a provider. The Board has no authority to approve individual CE courses. Language expressly permitting the review of course content and instructor qualification relates only to an initial approval application. This review of coursework content and instructor qualification does not extend to renewal or maintenance of a CE Provider’s approval, except through the audit process (as discussed in a subsequent section). The Board also does not have the authority to approve an instructor.

The Board’s CE Provider application (Attachment C) only requires a sampling of the provider’s course content and instructor qualifications.

In order to renew, a CE provider must submit the renewal form with the required fee.
2. Review of Coursework/Content

As discussed above, courses and content by a CE Provider are not Board approved; a provider is approved based on the content of courses and qualification of instructors presented in the initial application package. For example, a CE Provider may apply to the Board for approval, submit coursework content and instructor information and receive approval based on the information submitted. However, the CE Provider is now approved and any course that the provider adds that meets the general requirements described in the previous section (direct/indirect patient care) by the approved provider will be accepted for credit by the Board.

Providers are not required to inform the Board of any changes in courses offered or any new courses added. Providers are also not required to inform the Board of any new instructors. Therefore, licensees obtaining CE hours from approved providers assume that the coursework meets the Board's requirements because the course is offered through an approved provider.

3. Expired Provider Approval

16 CCR Section 1887.7(e) prohibits a provider whose approval has expired from presenting a course for CE credit to licensees of the Board. However, 16 CCR Section 1887.13 states that upon application for renewal of an expired approval, a provider must submit a letter stating that during the time of expiration no courses were presented but if courses were presented during the expired period the letter shall state "that all participants have been notified that the provider’s approval status at the time of completion of the continuing education was expired and that continuing education hours will not be disallowed by the Board if the provider renews within one year after the expiration." In addition to this being contradictory it seems to spawn unaccountability and shows a lack of standards for those licensees required to receive mandatory education in the pursuit of continued competent practice of a profession.

4. Self-Study Versus Online Learning

Board regulations define a CE course as “…a form of systematic learning at least one hour in length including, but not limited to, academic studies, extension studies, lectures, conferences, seminars, workshops, viewing of videotapes or film instruction, viewing or participating in other audiovisual activities including interactive video instruction and activities electronically transmitted from another location which has been verified and approved by the continuing education provider, and self-study courses."

A self-study course is defined as “…a form of systematic learning performed at a licensee’s residence, office or other location including, but not limited to, listening to audiotapes or participating in self-assessment testing (open-book tests that are completed by the member, submitted to the provider, graded and returned to the member with correct answers and an explanation of why the answer chosen by the provider was the correct answer)."

In 2003, the Board amended the definition of CE courses found in 16 CCR Section 1887 to include online education which was previously included in the definition of a “self-study course.” This change allowed licensees to effectively gain all CE hours through online means. In 2008, the Board proposed to delete the regulatory provision which allowed CE credit for courses obtained through self-study. However, through a number of public meetings on the proposed revisions and in response to public and stakeholder comments, the Board instead maintained the category of self-study courses but raised the limit of the amount of hours credited through the completion of self-study courses from 12 hours to 18 hours (half of the biennial CE hour requirement).

Because of the proliferation of online providers, advancements in technology and increased access to computers, there has been much confusion for staff and licensees taking online courses (unlimited amount of hours credited) and how they differ from self-study courses (18-hour limit).
5. **Cite and Fine CE Providers**

Currently, if the Board finds that a CE Provider applicant or current CE Provider is in violation of the law relating to the provision of CE, the Board has authority to either deny an application or revoke a provider’s approval; the Board does not have the authority to take less serious action, such as to cite and fine a provider and allow the provider to resolve any issues. In 2006, the Board began the regulatory process to allow the Board to cite and fine approved CE Providers; however, the rulemaking failed to move forward.

6. **CE Credit for Examination Development**

Currently the Board develops all examinations for LMFT, LEP, and LCSW licensure. Additionally, the Board develops the Law and Ethics examination for LPCCs. The Board will facilitate, with the Office of Professional Examination Services, 57 workshops in fiscal year 2011-12. Each workshop has seven to nine licensees that act as subject matter experts (SMEs) in every segment of the examination development including: item writing, item review, exam construction, and setting a passing score. SMEs are provided standard travel expense reimbursement and a payment for services rendered. Licensees that participate in item writing workshops are paid a rate of three-hundred dollars ($300) a day and all other workshop participants are paid at a rate of two-hundred dollars ($200) per day. Workshops are typically two to three consecutive days with the same participants. The rate of pay for SMEs has not been increased since 2004.

The Board does not give CE credit for SME participation in examination development. Both the Dental Board and Psychology Board give CE credit for participation in examination development.

Examination development is an integral part of the licensure program and it is imperative that the Board continues to have a competent and committed pool of SMEs.

7. **CE Provider Approval through an Accrediting Body**

Many Boards within DCA accept courses provided through “sponsors” approved by specified accrediting entities. These accrediting entities establish stringent requirements for CE provider applicants, including administrative and financial accountability, program development and implementation criteria, and established performance measures for determining program effectiveness. Many of these accrediting entities also perform periodic reviews of approved “sponsors.”

By accepting CE from “sponsors” approved by an accrediting entity, boards are not involved in the approval or maintenance of the CE “sponsors.” Rather, the board relies on the accrediting entity’s standards to ensure the quality of CE provided to licensees.

8. **Continuing Competency**

In 2010, DCA began the discussion of transitioning healing arts boards from a continuing education model to a continuing competency model for licensure renewal. Continuing competency, at its most basic level, is a model that goes beyond imposing mandatory CE courses and requires that the licensee’s knowledge, skills and clinical performance be assessed to determine areas of needed improvement. Education under the continuing competency model may be gained through different paths beyond the traditional classroom or coursework structure, such as through an examination.

The integration of continuing competency concepts should be part of the larger discussion of CE and CE providers to be considered by the Committee.

9. **Issues for Discussion**

1. Current law requires the CE Provider to ensure that course content and course instructors meet the requirements of the law, but does not permit the Board to approve a course or instructor. The Board’s only recourse if a provider is found to not be in compliance with the requirements is the denial or revocation of a provider’s approval.
2. Once a CE Provider is approved, there is no requirement upon provider renewal to show course content offered or instructor qualification, unless the provider is audited.

3. Current law would allow a disciplined licensee to be a qualified instructor of CE.

4. CE obtained from a provider with an expired approval will be allowed for licensee credit if the provider renews within one year of expiration.

5. Course content requirements are very broad allowing the Board little discretion in denying or revoking a provider approval on the basis that a provider did not ensure the content met the requirements of the law (direct/indirect patient care).

6. The definition of self-study is confusing as it seemingly overlaps with online learning. Additionally, it is unclear if self-study courses are still necessary.

7. SMEs that assist in the development of examinations are not allowed CE credit for the hours spent in examination workshops.

8. The Board does not have the authority to cite and fine a provider for noncompliance with CE Provider law.

9. Should the Board continue to approve CE Providers or consider adopting an accreditation model?

Recommendation
As of August 1, 2011, the Board had 2,460 registered CE Providers, and receives on average 25 applications a month. With the licensure of Professional Clinical Counselors beginning in California, more licensees will be seeking CE and more CE Providers will be seeking approval from the Board. Current regulations are inadequate and antiquated. Staff recommends that the Committee conduct an open discussion on the issues presented and on possible solutions. Specifically, discussion should include direction on the Board transitioning to an accreditation model in which the Board accepts CE from providers approved by specific accrediting entities or if the Board should continue to approve CE Providers with revised regulations to address the issues outlined in this memo. Discussion would also include the role of continuing competency in the Board’s CE program.

Attachments
A. Relevant BBS CE Provider Statutes
B. California Code of Regulation Title 16, Sections 1887-1887.14
C. BBS CE Provider Application
§ 166.

The director shall, by regulation, develop guidelines to prescribe components for mandatory continuing education programs administered by any board within the department.

(a) The guidelines shall be developed to ensure that mandatory continuing education is used as a means to create a more competent licensing population, thereby enhancing public protection. The guidelines shall require mandatory continuing education programs to address, at least, the following:

1. Course validity.
2. Occupational relevancy.
3. Effective presentation.
4. Actual attendance.
5. Material assimilation.
6. Potential for application.

(b) The director shall consider educational principles, and the guidelines shall prescribe mandatory continuing education program formats to include, but not be limited to, the following:

1. The specified audience.
2. Identification of what is to be learned.
3. Clear goals and objectives.
4. Relevant learning methods (participatory, hands-on, or clinical setting).
5. Evaluation, focused on the learner and the assessment of the intended learning outcomes (goals and objectives).

(c) Any board within the department that, after January 1, 1993, proposes a mandatory continuing education program for its licensees shall submit the proposed program to the director for review to assure that the program contains all the elements set forth in this section and complies with the guidelines developed by the director.

(d) Any board administering a mandatory continuing education program that proposes to amend its current program shall do so in a manner consistent with this section.

(e) Any board currently administering a mandatory continuing education program shall review the components and requirements of the program to determine the extent to which they are consistent with the guidelines developed under this section. The board shall submit a report of their findings to the director. The report shall identify the similarities and differences of its mandatory continuing education program. The report shall include any board-specific needs to explain the variation from the director's guidelines.

(f) Any board administering a mandatory continuing education program, when accepting hours for credit which are obtained out of state, shall ensure that the course for which credit is given is administered in accordance with the guidelines addressed in subdivision (a).
(g) Nothing in this section or in the guidelines adopted by the director shall be construed to repeal any requirements for continuing education programs set forth in any other provision of this code.

Licensed Marriage and Family Therapist

§4980.54. CONTINUING EDUCATION

(a) The Legislature recognizes that the education and experience requirements in this chapter constitute only minimal requirements to assure that an applicant is prepared and qualified to take the licensure examinations as specified in subdivision (d) of Section 4980.40 and, if he or she passes those examinations, to begin practice.

(b) In order to continuously improve the competence of licensed marriage and family therapists and as a model for all psychotherapeutic professions, the Legislature encourages all licensees to regularly engage in continuing education related to the profession or scope of practice as defined in this chapter.

(c) Except as provided in subdivision (e), the board shall not renew any license pursuant to this chapter unless the applicant certifies to the board, on a form prescribed by the board, that he or she has completed not less than 36 hours of approved continuing education in or relevant to the field of marriage and family therapy in the preceding two years, as determined by the board.

(d) The board shall have the right to audit the records of any applicant to verify the completion of the continuing education requirement. Applicants shall maintain records of completion of required continuing education coursework for a minimum of two years and shall make these records available to the board for auditing purposes upon request.

(e) The board may establish exceptions from the continuing education requirements of this section for good cause, as defined by the board.

(f) The continuing education shall be obtained from one of the following sources:

(1) An accredited school or state-approved school that meets the requirements set forth in Section 4980.36 or 4980.47. Nothing in this paragraph shall be construed as requiring coursework to be offered as part of a regular degree program.

(2) Other continuing education providers, including, but not limited to, a professional marriage and family therapist association, a licensed health facility, a governmental entity, a continuing education unit of an accredited four-year institution of higher learning, or a mental health professional association, approved by the board.

(g) The board shall establish, by regulation, a procedure for approving providers of continuing education courses, and all providers of continuing education, as described in paragraphs (1) and (2) of subdivision (f), shall adhere to procedures established by the board. The board may revoke or deny the right of a provider to offer continuing education coursework pursuant to this section for failure to comply with the requirements of this section or any regulation adopted pursuant to this section.
(h) Training, education, and coursework by approved providers shall incorporate one or more of the following: (1) Aspects of the discipline that are fundamental to the understanding or the practice of marriage and family therapy. (2) Aspects of the discipline of marriage and family therapy in which significant recent developments have occurred. (3) Aspects of other disciplines that enhance the understanding or the practice of marriage and family therapy.

(i) A system of continuing education for licensed marriage and family therapists shall include courses directly related to the diagnosis, assessment, and treatment of the client population being served.

(j) The board shall, by regulation, fund the administration of this section through continuing education provider fees to be deposited in the Behavioral Sciences Fund. The fees related to the administration of this section shall be sufficient to meet, but shall not exceed, the costs of administering the corresponding provisions of this section. For purposes of this subdivision, a provider of continuing education as described in paragraph (1) of subdivision (f) shall be deemed to be an approved provider.

(k) The continuing education requirements of this section shall comply fully with the guidelines for mandatory continuing education established by the Department of Consumer Affairs pursuant to Section 166.

Licensed Educational Psychologist

§4989.34. CONTINUING EDUCATION

(a) To renew his or her license, a licensee shall certify to the board, on a form prescribed by the board, completion in the preceding two years of not less than 36 hours of approved continuing education in, or relevant to, educational psychology.

(b) (1) The continuing education shall be obtained from either an accredited university or a continuing education provider approved by the board.

(2) The board shall establish, by regulation, a procedure for approving providers of continuing education courses, and all providers of continuing education shall comply with procedures established by the board. The board may revoke or deny the right of a provider to offer continuing education coursework pursuant to this section for failure to comply with the requirements of this section or any regulation adopted pursuant to this section.

(c) Training, education, and coursework by approved providers shall incorporate one or more of the following:

(1) Aspects of the discipline that are fundamental to the understanding or the practice of educational psychology.

(2) Aspects of the discipline of educational psychology in which significant recent developments have occurred.
(3) Aspects of other disciplines that enhance the understanding or the practice of educational psychology.

(d) The board may audit the records of a licensee to verify completion of the continuing education requirement. A licensee shall maintain records of the completion of required continuing education coursework for a minimum of two years and shall make these records available to the board for auditing purposes upon its request.

(e) The board may establish exceptions from the continuing education requirements of this section for good cause, as determined by the board.

(f) The board shall, by regulation, fund the administration of this section through continuing education provider fees to be deposited in the Behavioral Sciences Fund. The amount of the fees shall be sufficient to meet, but shall not exceed, the costs of administering this section.

(g) The continuing education requirements of this section shall comply fully with the guidelines for mandatory continuing education established by the Department of Consumer Affairs pursuant to Section 166.

Licensed Clinical Social Worker

§4996.22. CONTINUING EDUCATION

(a) (1) Except as provided in subdivision (c), the board shall not renew any license pursuant to this chapter unless the applicant certifies to the board, on a form prescribed by the board, that he or she has completed not less than 36 hours of approved continuing education in or relevant to the field of social work in the preceding two years, as determined by the board.

(2) The board shall not renew any license of an applicant who began graduate study prior to January 1, 2004, pursuant to this chapter unless the applicant certifies to the board that during the applicant's first renewal period after the operative date of this section, he or she completed a continuing education course in spousal or partner abuse assessment, detection, and intervention strategies, including community resources, cultural factors, and same gender abuse dynamics. On and after January 1, 2005, the course shall consist of not less than seven hours of training. Equivalent courses in spousal or partner abuse assessment, detection, and intervention strategies taken prior to the operative date of this section or proof of equivalent teaching or practice experience may be submitted to the board and at its discretion, may be accepted in satisfaction of this requirement. Continuing education courses taken pursuant to this paragraph shall be applied to the 36 hours of approved continuing education required under paragraph (1).

(b) The board shall have the right to audit the records of any applicant to verify the completion of the continuing education requirement. Applicants shall maintain records of completion of required continuing education coursework for a minimum of two years and shall make these records available to the board for auditing purposes upon request.

(c) The board may establish exceptions from the continuing education requirement of this section for good cause as defined by the board.
(d) The continuing education shall be obtained from one of the following sources:

(1) An accredited school of social work, as defined in Section 4991.2, or a school or department of social work that is a candidate for accreditation by the Commission on Accreditation of the Council on Social Work Education. Nothing in this paragraph shall be construed as requiring coursework to be offered as part of a regular degree program.

(2) Other continuing education providers, including, but not limited to, a professional social work association, a licensed health facility, a governmental entity, a continuing education unit of an accredited four-year institution of higher learning, and a mental health professional association, approved by the board.

(e) The board shall establish, by regulation, a procedure for approving providers of continuing education courses, and all providers of continuing education, as described in paragraphs (1) and (2) of subdivision (d), shall adhere to the procedures established by the board. The board may revoke or deny the right of a provider to offer continuing education coursework pursuant to this section for failure to comply with the requirements of this section or any regulation adopted pursuant to this section.

(f) Training, education, and coursework by approved providers shall incorporate one or more of the following:

(1) Aspects of the discipline that are fundamental to the understanding, or the practice, of social work.

(2) Aspects of the social work discipline in which significant recent developments have occurred.

(3) Aspects of other related disciplines that enhance the understanding, or the practice, of social work.

(g) A system of continuing education for licensed clinical social workers shall include courses directly related to the diagnosis, assessment, and treatment of the client population being served.

(h) The continuing education requirements of this section shall comply fully with the guidelines for mandatory continuing education established by the Department of Consumer Affairs pursuant to Section 166.

(i) The board may adopt regulations as necessary to implement this section.

(j) The board shall, by regulation, fund the administration of this section through continuing education provider fees to be deposited in the Behavioral Science Examiners Fund. The fees related to the administration of this section shall be sufficient to meet, but shall not exceed, the costs of administering the corresponding provisions of this section. For purposes of this subdivision, a provider of continuing education as described in paragraph (1) of subdivision (d) shall be deemed to be an approved provider.
Licensed Professional Clinical Counselor

§4999.76. CONTINUING EDUCATION

(a) (1) Except as provided in paragraph (2) and subdivision (c), the board shall not renew any license pursuant to this chapter unless the applicant certifies to the board, on a form prescribed by the board, that he or she has completed not less than 36 hours of approved continuing education in or relevant to the field of professional clinical counseling in the preceding two years, as determined by the board.

(2) Except as provided in subdivision (c), the board shall not renew a license issued pursuant to paragraph (1) of subdivision (a) of Section 4999.54 unless the applicant certifies to the board, on a form prescribed by the board, that he or she has completed not less than 18 hours of approved continuing education in or relevant to the field of professional clinical counseling in the preceding year, as determined by the board. This paragraph shall become inoperative on January 1, 2018.

(b) The board shall have the right to audit the records of any applicant to verify the completion of the continuing education requirement. Applicants shall maintain records of completed continuing education coursework for a minimum of two years and shall make these records available to the board for auditing purposes upon request.

(c) The board may establish exceptions from the continuing education requirement of this section for good cause, as defined by the board.

(d) The continuing education shall be obtained from one of the following sources:

(1) A school, college, or university that is accredited or approved, as defined in Section 4999.12. Nothing in this paragraph shall be construed as requiring coursework to be offered as part of a regular degree program.

(2) Other continuing education providers, including, but not limited to, a professional clinical counseling association, a licensed health facility, a governmental entity, a continuing education unit of a four-year institution of higher learning that is accredited or approved, or a mental health professional association, approved by the board.

(e) The board shall establish, by regulation, a procedure for approving providers of continuing education courses, and all providers of continuing education, as described in paragraphs (1) and (2) of subdivision (d), shall adhere to procedures established by the board. The board may revoke or deny the right of a provider to offer continuing education coursework pursuant to this section for failure to comply with the requirements of this section or any regulation adopted pursuant to this section.

(f) Training, education, and coursework by approved providers shall incorporate one or more of the following:

(1) Aspects of the discipline that are fundamental to the understanding or the practice of professional clinical counseling.

(2) Significant recent developments in the discipline of professional clinical counseling.
(3) Aspects of other disciplines that enhance the understanding or the practice of professional clinical counseling.

(g) A system of continuing education for licensed professional clinical counselors shall include courses directly related to the diagnosis, assessment, and treatment of the client population being served.

(h) The board shall, by regulation, fund the administration of this section through continuing education provider fees to be deposited in the Behavioral Sciences Fund. The fees related to the administration of this section shall be sufficient to meet, but shall not exceed, the costs of administering the corresponding provisions of this section. For the purposes of this subdivision, a provider of continuing education as described in paragraph (1) of subdivision (d) shall be deemed to be an approved provider.

(i) The continuing education requirements of this section shall fully comply with the guidelines for mandatory continuing education established by the Department of Consumer Affairs pursuant to Section 166.
ARTICLE 8. CONTINUING EDUCATION REQUIREMENTS FOR MARRIAGE AND FAMILY THERAPISTS, LICENSED CLINICAL SOCIAL WORKERS, LICENSED EDUCATIONAL PSYCHOLOGISTS, AND LICENSED PROFESSIONAL CLINICAL COUNSELORS

§1887. DEFINITIONS

As used in this article:

(a) A continuing education "course" means a form of systematic learning at least one hour in length including, but not limited to, academic studies, extension studies, lectures, conferences, seminars, workshops, viewing of videotapes or film instruction, viewing or participating in other audiovisual activities including interactive video instruction and activities electronically transmitted from another location which has been verified and approved by the continuing education provider, and self-study courses.

(b) A "self-study course" means a form of systematic learning performed at a licensee's residence, office, or other private location including, but not limited to, listening to audiotapes or participating in self-assessment testing (open-book tests that are completed by the member, submitted to the provider, graded, and returned to the member with correct answers and an explanation of why the answer chosen by the provider was the correct answer).

(c) A continuing education "provider" means an accredited or approved school, or an association, health facility, governmental entity, educational institution, individual, or other organization that offers continuing education courses and meets the requirements contained in this article.

(d) A “renewal period” means the two-year period which spans from a license’s expiration date to the license’s next expiration date.

Note: Authority Cited: Sections 4980.60 and 4990.14, Business and Professions Code. Reference: Sections 4980.54 and 4996.22, Business and Professions Code.

§1887.1. LICENSE RENEWAL REQUIREMENTS

(a) Except as provided in Section 1887.2, a licensee shall certify in writing, when applying for license renewal, by signing a statement under penalty of perjury that during the preceding renewal period the licensee has completed thirty-six (36) hours of continuing education credit as set forth in Sections 4980.54 and 4996.22 of the Code.

(b) A licensee who falsifies or makes a material misrepresentation of fact when applying for license renewal or who cannot verify completion of continuing education by producing a record of course completion, upon request by the board, is subject to disciplinary action under Sections 4982(b) and 4992.3(b) of the Code.

Note: Authority Cited: Sections 4980.60 and 4990.14, Business and Professions Code. Reference: Sections 4980.54 and 4996.22, Business and Professions Code.

§1887.2. EXCEPTIONS FROM CONTINUING EDUCATION REQUIREMENTS

(a) An initial licensee shall complete at least eighteen (18) hours of continuing education, of
which no more than nine (9) hours may be earned through self-study courses, prior to his or her first license renewal.

(b) A licensee is exempt from the continuing education requirement if their license is inactive pursuant to Sections 4984.8 and 4997 of the Code.

(c) A licensee may submit a written request for exception from the continuing education requirement for any of the reasons listed below. The board will notify the licensee, within thirty (30) working days after receipt of the request for exception, whether the exception was granted. If the request for exception is denied, the licensee is responsible for completing the full amount of continuing education required for license renewal. The board shall grant the exception if the licensee can provide evidence, satisfactory to the board, that:

(1) For at least one year during the licensee’s previous license renewal period the licensee was absent from California due to military service;

(2) For at least one year during the licensee’s previous license renewal period the licensee resided in another country; or

(3) During the licensee’s previous renewal period, the licensee or an immediate family member, where the licensee has primary responsibility for the care of that family member, was suffering from or suffered a disability. A disability is a physical or mental impairment that substantially limits one or more of the major life activities of an individual. The disability must be verified by a licensed physician or psychologist with special expertise in the area of disability. Verification of the disability must include:

(A) the nature and extent of the disability;

(B) an explanation of how the disability would hinder the licensee from completing the continuing education requirement; and

(C) the name, title, address, telephone number, professional license or certification number, and original signature of the licensed physician or psychologist verifying the disability.

Note: Authority cited: Sections 4980.54, 4980.60, 4990.20(a) and 4996.22, Business and Professions Code. Reference: Sections 4980.54 and 4996.22, Business and Professions Code.

§1887.3. CONTINUING EDUCATION COURSE REQUIREMENTS

(a) A licensee shall accrue at least thirty-six (36) hours of continuing education courses as defined in Section 1887.4. A licensee may accrue no more than eighteen (18) hours of continuing education earned through self-study courses during a single renewal period.

(b) Pursuant to Section 29 of the Code, a licensee who started graduate study prior to January 1, 1986, shall take a continuing education course in the detection and treatment of alcohol and other chemical substance dependency during their first renewal period after the adoption of these regulations. The course shall be at least seven (7) hours in length and its content shall comply with the requirements of Section 29 of the Code. This is a one-time requirement for those licensees specified above.
Equivalent alcohol and other chemical substance dependency courses taken prior to the adoption of these regulations, or proof of equivalent teaching or practice experience, may be submitted to the board upon request in lieu of this requirement; however, this coursework or experience shall not be credited as hours toward the continuing education requirements.

(c) Pursuant to Section 32 of the Code, a licensee shall take a continuing education course in the characteristics and methods of assessment and treatment of people living with human immunodeficiency virus (HIV) and acquired immune deficiency syndrome (AIDS) during their first renewal period after the adoption of these regulations. The course shall be at least seven (7) hours in length and its content shall comply with the requirements of Section 32 of the Code. This is a one-time requirement for all licensees.

Equivalent HIV and AIDS courses taken prior to the adoption of these regulations, or proof of equivalent teaching or practice experience, may be submitted to the board upon request in lieu of this requirement; however, this coursework or experience shall not be credited as hours toward the continuing education requirements.

(d) Any person renewing his or her license on and after January 1, 2004 shall have completed not less than six (6) hours of continuing education in the subject of law and ethics for each renewal period. The six (6) hours shall be considered part of the thirty-six (36) hour continuing education requirement.

(e) If a licensee teaches a course, the licensee may claim credit for the course only one time during a single renewal period, receiving the same amount of hours of continuing education credit as a licensee who attended the course.

(f) A licensee may not claim the same course more than once during a single renewal period for hours of continuing education credit.

(g) A licensee who takes a course as a condition of probation resulting from disciplinary action by the board may not apply the course as credit towards the continuing education requirement.

Note: Authority cited: Sections 4980.60 and 4990.20(a), Business and Professions Code. Reference: Sections 29, 32, 4980.54 and 4996.22, Business and Professions Code.

§1887.4. CONTINUING EDUCATION COURSE CONTENT

(a) A provider shall ensure that the content of a course shall be relevant to the practice of marriage and family therapy or clinical social work and meet the requirements set forth in Sections 4980.54 and 4996.22 of the Code. The content of a course shall also be related to direct or indirect patient/client care.

(1) Direct patient/client care courses cover specialty areas of therapy (e.g., theoretical frameworks for clinical practice; intervention techniques with individuals, couples, or groups).

(2) Indirect patient/client care courses cover pragmatic aspects of clinical practice (e.g., legal or ethical issues, consultation, recordkeeping, office management, insurance risks and benefits, managed care issues, research obligations, supervision training).

(b) A provider shall ensure that a course has specific objectives that are measurable.
(c) Upon completion of a course, a licensee shall evaluate the course through some type of evaluation mechanism.

Note: Authority Cited: Sections 4980.60 and 4990.14, Business and Professions Code. Reference: Sections 4980.54 and 4996.22, Business and Professions Code.

§1887.5. HOURS OF CONTINUING EDUCATION CREDIT

(a) One hour of instruction is equal to one hour of continuing education credit.

(b) One academic quarter unit is equal to ten (10) hours of continuing education credit.

(c) One academic semester unit is equal to fifteen (15) hours of continuing education credit.

Note: Authority Cited: Sections 4980.60 and 4990.14, Business and Professions Code. Reference: Sections 4980.54 and 4996.22, Business and Professions Code.

§1887.6. CONTINUING EDUCATION PROVIDERS

A continuing education course shall be taken from:

(a) an accredited or approved postsecondary institution that meets the requirements set forth in Sections 4980.54(f)(1) or 4996.22(d)(1) of the Code; or

(b) a board-approved provider with a valid, current approval as provided in Section 1887.7.

Note: Authority Cited: Sections 4980.60 and 4990.14, Business and Professions Code. Reference: Sections 4980.54 and 4996.22, Business and Professions Code.

§1887.7. BOARD-APPROVED PROVIDERS

(a) A continuing education provider must meet the board’s course content and instructor qualifications criteria, as provided under this article, to qualify to become a board-approved provider.

(b) A continuing education provider shall submit a completed Continuing Education Provider Application (Form no. 37A-633, new 5/97), hereby incorporated by reference, remit the appropriate fees, and obtain a continuing education provider number from the board to become a board-approved provider.

(c) A provider may not apply for a new provider approval number within one year of an existing approval’s expiration unless the provider has undergone a change of ownership.

(d) A provider approval issued under this section shall expire on the last day of the twenty-fourth month after the approval issue date. To renew an unexpired provider approval, the provider shall, on or before the expiration date of the approval, pay the two-year renewal fee set forth in Section 1816 of these regulations.

(e) When a provider’s approval is expired, the provider may not present a course for continuing
education credits for licensees of the Board of Behavioral Sciences.

(f) Board-approved provider numbers are non-transferable.

(g) The Board shall send a renewal notice, at least thirty (30) days prior to the expiration, to any continuing education provider approved by the Board, to the address of record for such provider.

Note: Authority Cited: Sections 4980.60 and 4990.14, Business and Professions Code. Reference: Sections 4980.54 and 4996.22, Business and Professions Code.

§1887.8. REVOCATION AND DENIAL OF BOARD-APPROVED PROVIDER STATUS

(a) The board may revoke its approval of a provider or deny a provider application for good cause. Good cause includes, but is not limited to, the following:

(1) a provider is convicted of a felony or misdemeanor offense substantially related to the activities of a board-approved provider;

(2) a provider, who is a licensee of the board, fails to comply with any provisions of Chapters 13 and 14 of the Business and Professions Code or Title 16, Division 18 of the California Code of Regulations; or

(3) a provider makes a material misrepresentation of fact in information submitted to the board.

(b) After a thorough case review, should the board decide to revoke or deny its approval of a provider, it shall give the provider written notice setting forth its reasons for revocation or denial. The provider may appeal the revocation or denial in writing, within fifteen (15) days after receipt of the revocation or denial notice, and request a hearing with the board's designee. The revocation is stayed at this point.

Should the board’s designee decide to uphold the revocation or denial, the provider may appeal the decision of the board’s designee in writing, within seven (7) days after receipt of the decision of the board’s designee, and request a hearing with a continuing education appeals committee appointed by the board chairperson. The hearing will take place at the next regularly scheduled board meeting, provided the appeal is received before the meeting is noticed to the public. It is at the discretion of the board’s designee whether to stay the revocation further.

The continuing education appeals committee shall contain three board members, one public member and two members representing two of the three license types regulated by the board. The decision of the continuing education appeals committee is final.

Note: Authority Cited: Sections 4980.60 and 4990.14, Business and Professions Code. Reference: Sections 4980.54 and 4996.22, Business and Professions Code.

§1887.9. COURSE ADVERTISEMENTS

A provider shall ensure that information publicizing a continuing education course is accurate and includes the following:

(a) the provider's name;
(b) the provider number, if a board-approved provider;

(c) the statement "Course meets the qualifications for _______ hours of continuing education credit for MFTs and/or LCSWs as required by the California Board of Behavioral Sciences";

(d) the provider's policy on refunds in cases of non-attendance by the registrant; and

(e) a clear, concise description of the course content and objectives.

Note: Authority Cited: Sections 4980.60 and 4990.14, Business and Professions Code. Reference: Sections 4980.54 and 4996.22, Business and Professions Code.

§1887.10. COURSE INSTRUCTOR QUALIFICATIONS

(a) A provider shall ensure that an instructor teaching a course has at least two of the following minimum qualifications:

(1) a license, registration, or certificate in an area related to the subject matter of the course. The license, registration, or certificate shall be current, valid, and free from restrictions due to disciplinary action by this board or any other health care regulatory agency;

(2) a master's or higher degree from an educational institution in an area related to the subject matter of the course;

(3) training, certification, or experience in teaching subject matter related to the subject matter of the course; or

(4) at least two years' experience in an area related to the subject matter of the course.

(b) During the period of time that any instructor has a healing arts license that is restricted pursuant to a disciplinary action in California or in any other state or territory, that instructor shall notify all approved continuing education providers for whom he or she provides instruction of such discipline before instruction begins or immediately upon notice of the decision, whichever occurs first.

Note: Authority Cited: Sections 4980.60 and 4990.14, Business and Professions Code. Reference: Sections 4980.54, 4982.15 and 4996.22, Business and Professions Code.

§1887.11. RECORDS OF COURSE COMPLETION

Upon completion of a course, a provider shall issue a record of course completion to a licensee (e.g., letters of verification of attendance, certificates, gradeslips, transcripts) containing the following information:

(a) name of licensee and license number or other identification number;

(b) course title;

(c) provider name and address;

(d) provider number, if a board-approved provider;
(e) date of course;

(f) number of hours of continuing education credit; and

(g) signature of course instructor, provider, or provider designee.

Note: Authority Cited: Sections 4980.60 and 4990.14, Business and Professions Code. Reference: Sections 4980.54 and 4996.22, Business and Professions Code.

§1887.12. LICENSEE AND PROVIDER COURSE RECORDS

(a) A licensee shall maintain records of course completion for a period of at least two (2) years from the date of license renewal for which the course was completed.

(b) A provider shall maintain records related to continuing education courses for a period of at least four (4) years. Records shall include:

   (1) syllabi for all courses;

   (2) the time and location of all courses;

   (3) course advertisements;

   (4) course instructors' vitaes or resumes;

   (5) attendance rosters with the names and license numbers of licensees who attended the courses;

   (6) sign-in sheets; and

   (7) records of course completion issued to licensees who attended the courses.

(c) The board may audit the course records of a provider to ensure compliance with the board's continuing education requirements.

Note: Authority Cited: Sections 4980.60 and 4990.14, Business and Professions Code. Reference: Sections 4980.54 and 4996.22, Business and Professions Code.

1887.13. RENEWAL OF EXPIRED APPROVAL

A provider approval that has expired may be renewed at any time within one (1) year after its expiration upon all of the following:

(a) Filing an application for renewal on a form prescribed by the board.

(b) Payment of the renewal fee in effect on the last regular renewal date.

(c) Payment of the delinquency fee in effect on the last regular renewal date.
(d) Submission of a letter stating that no courses were presented while the provider's approval status was expired. If a course was presented during that time, the letter shall state that all participants have been notified that the provider's approval status at the time of completion of the continuing education was expired and that continuing education hours will not be disallowed by the Board if the provider renews within one (1) year after its expiration.

Note: Authority Cited: Sections 4980.60 and 4980.20, Business and Professions Code. Reference: Sections 4980.54 and 4996.22, Business and Professions Code.

1887.14. TIME LIMIT FOR RENEWAL OF APPROVAL AFTER EXPIRATION; NEW APPROVAL

A provider approval that is not renewed within one year of its expiration date may not be renewed, reinstated, or reissued thereafter, but the provider may apply for and obtain a new approval if:

(a) No fact, circumstance, or condition exists that, if the approval were issued, would justify its revocation; and

(b) The applicant pays the fees that would be required if applying for approval for the first time.

Note: Authority Cited: Sections 4980.60 and 4980.20, Business and Professions Code. Reference: Sections 4980.54 and 4996.22, Business and Professions Code.
RE: CONTINUING EDUCATION (CE) PROVIDER APPLICATION

Dear Applicant:

Thank you for your interest in becoming a provider of continuing education (CE) for licensed Marriage and Family Therapists (MFTs), Licensed Clinical Social Workers (LCSWs), Licensed Educational Psychologists (LEPs), and Licensed Professional Clinical Counselors (LPCCs) in California. This packet contains the following:

1. Instructions for Completing the Application
2. CE Provider Application
3. CE Provider Requirements and Frequently Asked Questions

The law requires MFTs, LCSWs, LEPs, and LPCCs to have 36 hours* of CE for each biennial license renewal. Business and Professions Code Sections 4980.54 (f)(1), 4989.34(b)(1), 4996.22(d)(1), and 4999.76(d) state in part that licensees must take courses from accredited/approved schools or Board-approved providers, and course subject matter must be related to the MFT’s, LCSW’s, LEP’s, or LPCC’s scope of practice.

It is important that you read the CE Requirements for providers carefully. It will be your responsibility as a provider to meet all Board requirements. Violation of these requirements could result in adverse action against your provider approval.

Please complete and return the application form, along with the non-refundable $200 application fee (make your check or money order payable to the Board of Behavioral Sciences). Once the Board receives your fee and approves you as a CE provider, you will be issued a provider number valid for two years. You may begin offering CE credit to MFTs, LCSWs, LEPs, and/or LPCCs after you are issued a provider number. The Board will not be approving individual courses. A valid provider approval enables you to offer any courses that meet Board criteria.

If you have any questions, please contact the Board’s Continuing Education Unit at (916) 574-7866.

*Licensees who are renewing for the very first time are required to take 18 hours of CE and 36 hours for each subsequent renewal.
CE Provider Application Instructions

SUBMIT YOUR COMPLETED APPLICATION AND FEE TO THE:

1. PROVIDER NAME: Full business name or individual’s name (limited to 40 characters)
   NOTE: If provider is an individual, it will be listed by last name then first name.

2. BUSINESS PHONE NUMBER: The business phone number will be provided to licensees upon request.

3. MAILING ADDRESS: This address is public information and will be placed on the internet.

4. ORGANIZATION TYPE: The primary organization type of the provider - collected for statistical purposes.

5. HAVE YOU OR YOUR AGENCY EVER APPLIED TO BE A PROVIDER WITH THIS BOARD: This information is requested for historical purposes only and will not have any bearing on your current request for approval.

6. CE COORDINATOR NAME: The individual responsible for administering the provider’s CE program – this person will be the primary contact for the Board of Behavioral Sciences.

7. CE COORDINATOR PHONE NUMBER: The CE Coordinator’s phone number if different from business phone number will not be provided to licensees.

8. COURSE SUBJECT MATTER: A description of the types of subject matter to be covered in future MFT/LPCC/LCSW courses offered by the provider. This list does not have to be all-inclusive - but must include documentation that demonstrates subject matter (e.g., ads, course outlines, catalogs). If the provider does not have any courses planned at this time, list a sampling of the courses provided in the past.

9. INSTRUCTOR QUALIFICATIONS: Each instructor must have at least two of the four qualifications listed – check all boxes that apply and include documentation (e.g., resumes, curriculum vitae, biographical synopses) that demonstrates qualifications for a sampling (one to four) of the instructors.
INFORMATION COLLECTION, ACCESS, AND DISCLOSURE

The information provided on this application is maintained by the Executive Officer of the Board of Behavioral Sciences, 1625 North Market Blvd., Suite S200, Sacramento, CA 95834, under the authority granted by the Business and Professions Code, Division 2, Chapter 13, Article 1, Section 4980.54, Chapter 14, Article 4, Section 4996.22 and Chapter 16, Article 4, Section 4999.76.

→→→ IT IS MANDATORY THAT YOU PROVIDE ALL INFORMATION REQUESTED. OMISSION OF ANY ITEM OF INFORMATION WILL RESULT IN THE APPLICATION BEING REJECTED AS INCOMPLETE.

Your completed application becomes the property of the Board of Behavioral Sciences and will be used by authorized personnel to determine your eligibility for approval as a provider of continuing education. Information on your application may be transferred to other governmental or law enforcement agencies.

You have the right to review the records maintained on you by the Board unless the records are identified as confidential information pursuant to the Public Records Act or are exempted by Section 1798.40 of the Civil Code. You may gain access to the information by contacting the Board at the above address.
CONTINUING EDUCATION (CE) PROVIDER APPLICATION  
$200 FEE (Non-refundable)

(please type or print clearly in ink - use additional paper as necessary)

<table>
<thead>
<tr>
<th align="left">1. PROVIDER NAME</th>
<th align="left">2. BUSINESS PHONE NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td align="left">(limited to 40 characters)</td>
<td align="left">( )</td>
</tr>
</tbody>
</table>

| 3. MAILING ADDRESS | |
| :------------------| |
| (street address, city, state, zip) | |

<table>
<thead>
<tr>
<th align="left">4. ORGANIZATION TYPE (select one)</th>
<th align="left">5. HAVE YOU OR YOUR AGENCY EVER APPLIED TO BE A PROVIDER WITH THIS BOARD BEFORE?</th>
</tr>
</thead>
<tbody>
<tr>
<td align="left">association</td>
<td align="left">YES □ NO □</td>
</tr>
<tr>
<td align="left">licensed health facility</td>
<td align="left">YES □ NO □</td>
</tr>
<tr>
<td align="left">governmental agency</td>
<td align="left">YES □ NO □</td>
</tr>
<tr>
<td align="left">other (please specify):</td>
<td align="left">YES □ NO □</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th align="left">6. CE COORDINATOR NAME</th>
<th align="left">7. CE COORDINATOR PHONE NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td align="left"></td>
<td align="left">( )</td>
</tr>
</tbody>
</table>

| 8. COURSE SUBJECT MATTER | 
| :-----------------------| |
| (list subject matter - attach course outlines and an explanation of how each course relates to the scope of practice for LCSWs, LPCCs or MFTs) | |

<table>
<thead>
<tr>
<th align="left">9. INSTRUCTOR QUALIFICATIONS (check all that apply - attach instructor resumes)</th>
</tr>
</thead>
<tbody>
<tr>
<td align="left">□ license, registration, or certificate in an area related to the course subject matter</td>
</tr>
<tr>
<td align="left">□ master’s or higher degree in an area related to the course subject matter</td>
</tr>
<tr>
<td align="left">□ training, certification, or teaching experience in subject matter related to the course subject matter</td>
</tr>
<tr>
<td align="left">□ at least 2 years’ experience in an area related to the course subject matter</td>
</tr>
<tr>
<td align="left">□ other (please specify):</td>
</tr>
</tbody>
</table>

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

__________________________  ____________________________
CE Coordinator Signature  Date

- PLEASE ALLOW 6 TO 8 WEEKS FOR PROCESSING -

37A-633 (Rev. 3/10)
To: Committee Members

From: Marina Karzag
Policy and Statistical Analyst

Date: April 6, 2012

Subject: Comparison of DCA Healing Arts Boards Continuing Education Programs

Background

While BBS accepts CE courses from Board-approved providers or accredited or approved universities, other DCA healing arts boards accept CE from a variety of entities. Some boards approve specific coursework for fulfillment of mandatory coursework and others accept CE from state and national accrediting agencies. Boards may also use a hybrid approach, such as approving providers and accepting CE from other accrediting agencies.

This memo and its attachments provide a comparison of the Dental Board’s, Psychology Board’s, and the Pharmacy Board’s CE Program. Each board’s CE program differs overall, but some components are similar across boards.

Board Comparison

Dental Board

The Dental Board (Board) accepts CE credit from several entities. The Board stipulates in regulation specific coursework that is accepted to fulfill mandatory CE course requirements, such as a course in Basic Life Support from the American Heart Association. The Board also approves CE providers, which must adhere to course content and instructor qualification requirements. Providers are required to submit a report with their biennial renewal that details the CE activities from the prior two years, including the dates of courses offered and the number of units credited for each course. Providers must notify the Dental Board of any changes in the courses offered, which requires board approval, and are subject to audit. The Dental Board may audit any course submitted for credit by a licensee or any course for which a complaint is received.

The CE Provider application fee is $250 and the biennial renewal fee is also $250.

Licensees may take non-mandatory CE courses from two national accrediting agencies: the American Dental Association’s Continuing Education Recognition Program (CERP); and the Academy of General Dentistry’s Program Approval for Continuing Education (PACE).

The CERP program provides national accreditation for CE providers that have offered CE courses for twelve months prior to the application date. CERP does not approve individual courses, but rather reviews
the provider’s CE program to ensure it meets CERP’s requirements. CE provider approval may be granted from one to four years and once approved, CERP may conduct reviews of the program at any time to ensure compliance.

The PACE program also requires CE provider applicants to have offered CE courses for the twelve months preceding the application date. Unlike the CERP program, PACE offers national and local provider accreditation. The local accreditation program is designed for CE providers that plan to offer courses in only one state, which cannot include self instruction programs or onsite/in-office programs. All other programs must apply for national accreditation. PACE may monitor provider programs and courses no more than once per year for any reason.

Licensees may also receive CE credit for participation in examination development activities.

Psychology Board
The Psychology Board (Board) recently amended its CE provider regulations effective January 1, 2013. Current Psychology Board regulations accept CE courses from the following:

- American Psychological Association (APA) courses or approved sponsors;
- 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);
- Academies of the specialty boards of the American Board of Professional Psychology (ABPP) sponsored courses;
- Other entities that perform an accrediting function and meet the requirements of the Board; or
- Courses approved by the Mandatory Continuing Education for Psychologists Accrediting Agency (MCEPAA).

The MCEPAA administers the Board’s CE Program by approving CE providers and maintaining all licensee CE records. MCEPAA reports all CE noncompliance to the board, which results in 100% auditing of licensee CE. MCEPAA’s approves individual courses, not just providers. The Board’s current regulations specify requirements for CE courses, CE providers, and agencies that accredit CE providers.

CE provider fees are stipulated in the Board’s regulations even though they are paid directly to MCEPAA. This includes an application fee, renewal fee, a fee for each course attendee, and a fee for applying to offer another course. Licensees must also pay a fee to submit certification of a CE course taken from a non-MCEPAA approved provider.

Effective January 1, 2013, the MCEPAA will dissolve and the Psychology Board will only accept CE course from the California Psychological Association or its approved sponsors, the American Psychological Association or its approved sponsors, or 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). Licensees will be responsible for maintenance of their own CE records and the Board plans on auditing 10% of its licensees for CE compliance. Any coursework completed prior to January 1, 2013, from an MCEPAA approved provider will also be accepted. The new regulations effective 1/1/2013 no longer include most of the requirements for CE providers and accrediting agencies since the board will no longer be approving these entities.

The new regulations strikeout all CE provider fees, as each accrediting agency sets its own fees. The board increased the license renewal fee by $10 to cover the projected 10% licensee auditing.
The APA CE provider approval program includes a tiered level of approval in which an applicant is first granted a two year preliminary approval followed by a five year approval or a probationary approval for less than five years. Throughout the approval process, the APA’s Committee reviews the programs activities and framework to determine compliance with the APA’s goals and criterion for provider approval. CE provider applicants must involve a doctoral level psychologist in the development and implementation of the program.

The Psychology Board’s current regulations and new regulations allow CE credit for participation in examination development activities.

**Pharmacy Board**
- The Pharmacy Board (Board) accepts CE courses from two national agencies: the Accreditation Council for Pharmacy Education; and the Pharmacy Foundation of California. The Board also accepts CE coursework from providers approved by the following boards, as long as the course meets the standard of relevance to pharmacy practice:
  - California Medical Board
  - California Board of Podiatric Medicine
  - California Board of Registered Nursing
  - California Dental Board

Licensees may also petition the Board to accept non-accredited coursework.

The Board’s regulations require the two approved accrediting agencies to review at least one course per provider each year, ensure provider compliance with board laws, and report provider information to the board upon request. The Board may request the agency’s report on its review of selected provider coursework as well. The Board’s regulations also stipulate requirements for CE providers, such as the provider's approval may be valid for up to three years and new courses offered must have the accrediting agency’s approval.

The Accreditation Council for Pharmacy Education requires CE provider applicants to have been operational for at least six months prior to application and have planned, implemented and evaluated three education activities for health care practitioners. Provider approval is typically granted for two years and a provider must submit a report after each year of initial approval. After two years, the provider must apply for six-year approval. Every six years the provider must report on its activities.

The accrediting agencies set their own CE provider fees.

**Healing Arts Boards**
Each of the healing arts boards outlined in this memo may audit licensee CE records directly. However, all of these boards except for the Pharmacy Board may pursue disciplinary action against a licensee for failure to submit proof of compliance with the CE requirements. Rather, the Pharmacy Board may change the licensee’s status from active to inactive. None of the boards may pursue disciplinary action against a CE provider for failure to meet the board’s requirements. Since BBS and the Dental Board are the only two boards that approve CE providers, they each have the authority to revoke the provider's status for failure to comply with board laws. The Psychology Board’s current regulations that will change effective 1/1/2013 also allowed it to revoke a provider's status as a board-recognized CE provider.

Only the Dental Board and the Psychology Board allow CE credit for participation in examination development activities.

**Accrediting Agencies**
Even though many of the accrediting agencies utilized by other healing arts boards have varying approval processes and timelines, most have the same general framework of standards and criteria for approving
CE providers (Attachment D). Some of the common standards across CE Provider programs are as follows:

- Fiscal and administrative responsibilities and management
- Clearly identified program goals
- A needs assessment mechanism tied to program content
- Educational objectives
- Instructor Qualifications
- Program Evaluation
- Course Credit Criteria
- Course Advertising Guidelines

“Self-Study” Coursework

The Dental Board and Psychology Board both define in regulation the difference between “live” coursework and “non-live” coursework (Attachment E). The Dental Board also limits the CE credit allowed for “non-live” courses.

Recommendation

Staff recommends that the Committee conduct an open discussion on other healing arts boards CE programs and identify components that the Committee would like to further explore as possible solutions to the issues identified previously.

Attachments

A. DCA Healing Arts Boards CE Programs Comparison Chart
B. CE Provider Approval Comparison Chart
C. CE Program Funding Comparison Chart
D. Accreditation Agency Comparison Chart
E. DCA Healing Arts Boards “Self-Study” Coursework Regulations
F. Dental Board CE Provider-Related Regulations
G. Psychology Board Order of Adoption of New CE Regulations (strikeout/underline)
H. Pharmacy Board CE Provider-Related Statutes and Regulations
## Comparison of DCA Healing Arts Boards CE Programs

<table>
<thead>
<tr>
<th>CE PROGRAM COMPONENTS</th>
<th>BBS</th>
<th>Dental Board</th>
<th>Psychology Board (Current regs)</th>
<th>Psychology Board (new regs effective 1/1/13)</th>
<th>Pharmacy Board</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approved course(s)</td>
<td></td>
<td>X*</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Course content requirements</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Max allowed credit for specific type of coursework</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Certification</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Board or third party</td>
<td></td>
<td>Board</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Board Approval of CE Providers</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CE Provider status may be revoked/restricted if found in violation of law</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CE Provider subject to disciplinary action if found in violation of law</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CE credit for instructors</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Third Party (University, Association, etc.)</td>
<td>X</td>
<td>X*</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CE Provider Accrediting Agencies</td>
<td>X*</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Board stipulates requirements for courses in regulation</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Board stipulates requirements for providers in regulation</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Board has access to accrediting agency's records</td>
<td>X</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Requirement</td>
<td>BBS</td>
<td>Dental Board</td>
<td>Psychology Board (Current regs)</td>
<td>Psychology Board (new regs effective 1/1/13)</td>
<td>Pharmacy Board</td>
</tr>
<tr>
<td>-----------------------------------------------------------------</td>
<td>-----</td>
<td>--------------</td>
<td>---------------------------------</td>
<td>-----------------------------------------------</td>
<td>----------------</td>
</tr>
<tr>
<td>Board requirements for accrediting agencies</td>
<td></td>
<td></td>
<td>X</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Agency must audit providers</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Agency accreditation status may be revoked</td>
<td></td>
<td></td>
<td>X</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Provider's status may be revoked by Board</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Separate approval of out-of-state courses</td>
<td></td>
<td></td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Definition of self-study or independent learning</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Maximum allowed credit</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Credit for examination development participation</td>
<td></td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Licensee may be audited by Board</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Definition of documentation subject to audit</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Licensee subject to discipline if inadequate proof of CE</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>License not renewed if inadequate proof of CE</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>

*aMandatory CE Course Only

*bMay not take mandatory CE courses from these agencies

*cLicense status changed from active to inactive
## CE Provider Approval Comparison

<table>
<thead>
<tr>
<th>CE PROVIDER APPROVAL COMPONENTS</th>
<th>BOARDS</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Board Approval of CE Providers</td>
<td>BBS</td>
<td>Dental Board</td>
<td>Pharmacy Board</td>
</tr>
<tr>
<td>CE Provider Application Requirements</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>List of courses offered</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Summary of course content</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Number of units issued</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dates courses offered</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Instructor Qualifications</td>
<td>X</td>
<td>X*</td>
<td></td>
</tr>
<tr>
<td>All instructors</td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Sample of certification issued at course completion</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CE Provider Biennial Renewal</td>
<td></td>
<td>X</td>
<td></td>
</tr>
</tbody>
</table>

### Renewal Requirements

<table>
<thead>
<tr>
<th>Renewal Requirements</th>
<th>BBS</th>
<th>Dental Board</th>
<th>Pharmacy Board</th>
</tr>
</thead>
<tbody>
<tr>
<td>List of courses offered</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Summary of course content</td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Number of units issued</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Dates courses offered</td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Instructor Qualifications</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>All instructors</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Sample of certification issued at course completion</td>
<td></td>
<td>X</td>
<td></td>
</tr>
</tbody>
</table>

### CE Provider Requirements

<table>
<thead>
<tr>
<th>CE Provider Requirements</th>
<th>BBS</th>
<th>Dental Board</th>
<th>Pharmacy Board</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course content and format requirements</td>
<td>X</td>
<td>X</td>
<td>X*</td>
</tr>
<tr>
<td>Instructor qualification requirements</td>
<td>X</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Board has authority to restrict provider status if does not meet requirements</td>
<td>X</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Must submit course info if anything changes</td>
<td></td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Changes require Board approval</td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Provider records may be audited by Board</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Definition of &quot;records&quot;</td>
<td>X</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Records retention requirement</td>
<td>X</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Limitations on credits/units granted by provider</td>
<td></td>
<td></td>
<td>X</td>
</tr>
</tbody>
</table>

*Provider must self-verify that instructors meet Board requirements*
# Board Comparison - CE Program Funding

## BOARDS

<table>
<thead>
<tr>
<th></th>
<th>BBS</th>
<th>Dental Board</th>
<th>Psychology Board (Current regs)</th>
<th>Psychology Board (new regs effective 1/1/13)</th>
<th>Pharmacy Board</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CE Provider App Fee</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Amount</td>
<td>$200</td>
<td>$250</td>
<td>$200</td>
<td>Varies</td>
<td>Varies</td>
</tr>
<tr>
<td>Payable to</td>
<td>Board</td>
<td>Board</td>
<td>Accrediting Agency</td>
<td>Accrediting Agency</td>
<td>Accrediting Agency</td>
</tr>
<tr>
<td>In Board statutes or regs</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td><strong>CE Provider Renewal Fee</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Amount</td>
<td>$200</td>
<td>$250</td>
<td>$200 prorated</td>
<td>Varies</td>
<td>Varies</td>
</tr>
<tr>
<td>Frequency</td>
<td>Biennial</td>
<td>Biennial</td>
<td>Annual</td>
<td>Varies</td>
<td>Varies</td>
</tr>
<tr>
<td>Payable to</td>
<td>Board</td>
<td>Board</td>
<td>Accrediting Agency</td>
<td>Accrediting Agency</td>
<td>Accrediting Agency</td>
</tr>
<tr>
<td>In Board statutes or regs</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td><strong>Course Attendance Fee</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Amount</td>
<td></td>
<td></td>
<td>$7/per attendee</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Payable to</td>
<td></td>
<td></td>
<td>Accrediting Agency</td>
<td></td>
<td></td>
</tr>
<tr>
<td>In Board statutes or regs</td>
<td></td>
<td></td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Course Registration Fee</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Amount</td>
<td></td>
<td></td>
<td>$35*</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Payable to</td>
<td></td>
<td></td>
<td>Accrediting Agency</td>
<td></td>
<td></td>
</tr>
<tr>
<td>In Board statutes or regs</td>
<td></td>
<td></td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Licensee Fees</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CE Reporting Fee**</td>
<td></td>
<td></td>
<td>$35 (paid to Accrediting Agency)</td>
<td></td>
<td>$40 per hour of coursework</td>
</tr>
<tr>
<td>Board Audit fee</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$10***</td>
</tr>
</tbody>
</table>

---

*$100 registration fee for conferences
**Non-accrediting agency CE courses
***Included in the $410 renewal fee paid to Board
## Accreditation Agency Comparison

### ACCREDITATION AGENCIES

<table>
<thead>
<tr>
<th>PROVIDER APPROVAL PROGRAM COMPONENTS</th>
<th>APA</th>
<th>ADA CERP</th>
<th>PACE</th>
<th>Accreditation Council for Pharmacy Education</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submit Application</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Identify Program Goals</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Specific Program Management Criteria (CE Director, complaint process procedures, etc.)</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Educational objectives</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Instructor Qualifications</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Relevant Course Content</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Program Evaluation</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Course Credit Criteria</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Course Advertising Criteria</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Approves Individual Courses</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Local CE Provider Approval</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Maintains Licensee CE Records</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Renewal</td>
<td>Annual Fee</td>
<td>1-4 years plus Annual Fee</td>
<td>1-4 years</td>
<td>Annual Fee</td>
</tr>
<tr>
<td>Audits/Review</td>
<td>Annual Status Report</td>
<td>Reviews at Random</td>
<td>Reviews at Random</td>
<td>After initial approval and every 6-year approval period and upon request</td>
</tr>
</tbody>
</table>
DCA Boards’ Regulations on “Self-study” Coursework

BBS

California Code of Regulations (CCR) Section 1887.

As used in this article:

(a) A continuing education "course" means a form of systematic learning at least one hour in length including, but not limited to, academic studies, extension studies, lectures, conferences, seminars, workshops, viewing of videotapes or film instruction, viewing or participating in other audiovisual activities including interactive video instruction and activities electronically transmitted from another location which has been verified and approved by the continuing education provider, and self-study courses.

(b) A "self-study course" means a form of systematic learning performed at a licensee's residence, office, or other private location including, but not limited to, listening to audiotapes or participating in self-assessment testing (open-book tests that are completed by the member, submitted to the provider, graded, and returned to the member with correct answers and an explanation of why the answer chosen by the provider was the correct answer).

Dental Board

CCR Section 1017

(h) Notwithstanding any other provisions of this code, tape recorded courses, home study materials, video courses, and computer courses are considered correspondence courses, and will be accepted for credit up to, but not exceeding, 50% of the licensee's total required units.

(i) In the event that a portion of a licensee's units have been obtained through non-live instruction, as described in Section (h) above, all remaining units shall be obtained through live interactive course study with the option to obtain 100% of the total required units by way of interactive instruction courses. Such courses are defined as live lecture, live telephone conferencing, live video conferencing, live workshop demonstration, or live classroom study.

Psychology Board

CCR Section 1397.60.

(g) “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 without an approved CE sponsor 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 all standards of an approved continuing education course.
Blank Page
Dental Board CE Regulations

California Code of Regulations (CCR) Section 1016. Providers and Courses.

(a) Definition of Terms:

(1) Course of Study Defined. "Course of study" means an orderly learning experience in an area of study pertaining to dental and medical health, preventive dental services, diagnosis and treatment planning, clinical procedures, basic health sciences, dental practice management and administration, communication, ethics, patient management or the Dental Practice Act and other laws specifically related to dental practice.

(2) Coursework Defined. The term "Coursework" used herein refers to materials presented or used for continuing education and shall be designed and delivered in a manner that serves to directly enhance the licensee's knowledge, skill and competence in the provision of service to patients or the community.

(b) Courses of study for continuing education credit shall include:

(1) Mandatory courses required by the Board for license renewal to include a Board-approved course in Infection Control, a Board-approved course in the California Dental Practice Act and completion of certification in Basic Life Support.

(A) At a minimum, course content for a Board-approved course in Infection Control shall include all content of Section 1005 and the application of the regulations in the dental environment.

(B) At a minimum, course content for the Dental Practice Act [Division 2, Chapter 4 of the Code (beginning with §1600)] shall instruct on acts in violation of the Dental Practice Act and attending regulations, and other statutory mandates relating to the dental practice. This includes utilization and scope of practice for auxiliaries and dentists; laws governing the prescribing of drugs; citations, fines, revocation and suspension of a license, and license renewal; and the mandatory reporter obligations set forth in the Child Abuse and Neglect Reporting Act (Penal Code Section 11164 et seq.) and the Elder Abuse and Dependent Adult Civil Protection Act (Welfare and Institutions Code Section 15600 et seq.) and the clinical signs to look for in identifying abuse.

(C) The mandatory requirement for certification in Basic Life Support shall be met by completion of either:

(i) An American Heart Association (AHA) or American Red Cross (ARC) course in Basic Life Support (BLS) or,

(ii) A BLS course taught by a provider approved by the American Dental Association's Continuing Education Recognition Program (CERP) or the Academy of General Dentistry's Program Approval for Continuing Education (PACE).

For the purposes of this section, a Basic Life Support course shall include all of the following:

1. Instruction in both adult and pediatric CPR, including 2-rescuer scenarios;
2. Instruction in foreign-body airway obstruction;
3. Instruction in relief of choking for adults, child and infant;
4. Instruction in the use of automated external defibrillation with CPR; and;
5. A live, in-person skills practice session, a skills test and a written examination;

The course provider shall ensure that the course meets the required criteria.

(2) Courses in the actual delivery of dental services to the patient or the community, such as:

(A) Courses in preventive services, diagnostic protocols and procedures (including physical evaluation, radiography, dental photography) comprehensive treatment planning, charting of the oral conditions, informed consent protocols and recordkeeping.

(B) Courses dealing primarily with nutrition and nutrition counseling of the patient.

(C) Courses in esthetic, corrective and restorative oral health diagnosis and treatment.

(D) Courses in dentistry's role in individual and community health emergencies, disasters, and disaster recovery.

(E) Courses that pertain to the legal requirement governing the licensee in the areas of auxiliary employment and delegation of responsibilities; the Health Insurance Portability and Accountability Act (HIPAA); actual delivery of care.

(F) Courses pertaining to federal, state and local regulations, guidelines or statutes regarding workplace safety, fire and emergency, environmental safety, waste disposal and management, general office safety, and all training requirements set forth by the California Division of Occupational Safety and Health (Cal-DOSH) including the Bloodborne Pathogens Standard.

(G) Courses pertaining to the administration of general anesthesia, conscious sedation, oral conscious sedation or medical emergencies.

(H) Courses pertaining to the evaluation, selection, use and care of dental instruments, sterilization equipment, operatory equipment, and personal protective attire.

(I) Courses in dependency issues and substance abuse such as alcohol and drug use as it relates to patient safety, professional misconduct, ethical considerations or malpractice.

(J) Courses in behavioral sciences, behavior guidance, and patient management in the delivery of care to all populations including special needs, pediatric and sedation patients when oriented specifically to the clinical care of the patient.

(K) Courses in the selection, incorporation, and use of current and emerging technologies.

(L) Courses in cultural competencies such as bilingual dental terminology, cross-cultural communication, provision of public health dentistry, and the dental professional's role in provision of care in non-traditional settings when oriented specifically to the needs of the dental patient and will serve to enhance the patient experience.

(M) Courses in dentistry's role in individual and community health programs.
(N) Courses pertaining to the legal and ethical aspects of the insurance industry, to include management of third party payer issues, dental billing practices, patient and provider appeals of payment disputes and patient management of billing matters.

(3) Courses in the following areas are considered to be primarily of benefit to the licensee and shall be limited to a maximum of 20% of a licensee's total required course unit credits for each license or permit renewal period:

(A) Courses to improve recall and scheduling systems, production flow, communication systems and data management.

(B) Courses in organization and management of the dental practice including office computerization and design, ergonomics, and the improvement of practice administration and office operations.

(C) Courses in leadership development and team development.

(D) Coursework in teaching methodology and curricula development.

(E) Coursework in peer evaluation and case studies that include reviewing clinical evaluation procedures, reviewing diagnostic methods, studying radiographic data, study models and treatment planning procedures.

(F) Courses in human resource management and employee benefits.

(4) Courses considered to be of direct benefit to the licensee or outside the scope of dental practice in California include the following, and shall not be recognized for continuing education credit:

(A) Courses in money management, the licensee's personal finances or personal business matters such as financial planning, estate planning, and personal investments.

(B) Courses in general physical fitness, weight management or the licensee's personal health.

(C) Presentations by political or public figures or other persons that do not deal primarily with dental practice or issues impacting the dental profession.

(D) Courses designed to make the licensee a better business person or designed to improve licensee personal profitability, including motivation and marketing.

(E) Courses pertaining to the purchase or sale of a dental practice, business or office; courses in transfer of practice ownership, acquisition of partners and associates, practice valuation, practice transitions, or retirement.

(F) Courses pertaining to the provision of elective facial cosmetic surgery as defined by the Dental Practice Act in Section 1638.1, unless the licensee has a special permit obtained from the Board to perform such procedures pursuant to Section 1638.1 of the Code.

(5) Completion of a course does not constitute authorization for the attendee to perform any services that he or she is not legally authorized to perform based on his or her license or permit type.
(c) Registered Provider Application and Renewal

(1) An applicant for registration as a provider shall submit an "Application for Continuing Education Provider (Rev. 05/09)" that is hereby incorporated by reference. The application shall be accompanied by the fee required by section 1021. The applicant or, if the applicant is not an individual but acting on behalf of a business entity, the individual authorized by the business to act on its behalf shall certify that he or she will only offer courses and issue certificates for courses that meet the requirements in this section.

(2) To renew its registration, a provider shall submit a "Continuing Education Registered Provider Permit Renewal Application (12/15/08)" that is hereby incorporated by reference. The application shall be accompanied by the fee required by section 1021 and a biennial report listing each of the course titles offered, the 11-digit registration number issued to each course, the number of units issued for each course, the dates of all courses offered, the name and qualifications of each instructor, a summary of the content of each course of study, and a sample of the provider's written certification issued to participants during the last renewal period.

(d) Standards for Registration as an Approved Provider

(1) Each course of study shall be conducted on the same educational standards of scholarship and teaching as that required of a true university discipline and shall be supported by those facilities and educational resources necessary to comply with this requirement. Every instructor or presenter of a continuing education course shall possess education or experience for at least two years in the subject area being taught. Each course of study shall clearly state educational objectives that can realistically be accomplished within the framework of the course. Teaching methods for each course of study shall be described (e.g., lecture, seminar, audiovisual, clinical, simulation, etc.) on all provider reports.

(2) The topic of instruction and course content shall conform to this section.

(3) An opportunity to enroll in such courses of study shall be made available to all dental licensees.

(e) Enforcement, Provider Records Retention and Availability of Provider Records

(1) The board may not grant prior approval to individual courses unless a course is required as a mandatory license renewal course. The minimum course content of all mandatory continuing education courses for all registered providers is set out in subsections (b)(1)(A-C). Providers shall be expected to adhere to these minimum course content requirements or risk registered provider status. Beginning January 1, 2006, all registered providers shall submit their course content outlines for Infection Control and California Dental Practice Act to the board staff for review and approval. If a provider wishes to make any significant changes to the content of a previously approved mandatory course, the provider shall submit a new course content outline to the Board. A provider may not offer the mandatory course until the Board approves the new course outline. All new applicants for provider status shall submit course content outlines for mandatory education courses at the time of application and prior to instruction of mandatory education courses.

(2) Providers must possess and maintain the following:
(A) Speaker curriculum vitae;

(B) Course content outline;

(C) Educational objectives or outcomes;

(D) Teaching methods utilized;

(E) Evidence of registration numbers and units issued to each course;

(F) Attendance records and rosters

(3) The board may randomly audit a provider for any course submitted for credit by a licensee in addition to any course for which a complaint is received. If an audit is conducted, the provider shall submit to the Board the following information and documentation:

(A) Speaker curriculum vitae;
(B) Course content outline;

(C) Educational objectives or outcomes;

(D) Teaching methods utilized;

(E) Evidence of registration numbers and units issued to each course; and

(F) Attendance records and rosters.

(4) All provider records described in this article shall be retained for a period of no less than three provider renewal periods.

(f) Withdrawal of Provider Registration

(1) The board retains the right and authority to audit or monitor courses given by any provider. The board may withdraw or place restrictions on a provider's registration if the provider has disseminated any false or misleading information in connection with the continuing education program, fails to comply with regulations, misrepresents the course offered, makes any false statement on its application or otherwise violates any provision of the Dental Practice Act or the regulations adopted thereunder.

(2) Any provider whose registration is withdrawn or restricted shall be granted a hearing before the executive officer or his or her designee prior to the effective date of such action. The provider shall be given at least ten days notice of the grounds for the proposed action and the time and place of such hearing.

(g) Provider Issuance of Units of Credit for Attendance

One unit of credit shall be granted for every hour of contact instruction and may be issued in half-hour increments. Such increments shall be represented by the use of a decimal point in between the first two numbers of the 11-digit registration number of the course. This credit shall apply to either academic or clinical instruction. Eight units shall be the maximum continuing education credits granted in one day.
(h) Additional Provider Responsibilities

(1) A provider shall furnish a written certification of course completion to each licensee certifying that the licensee has met the attendance requirements of the course. Such certification shall not be issued until completion of the course and shall contain the following:

(A) The licensee’s name and license or permit number, the provider’s name, the 11-digit course registration number in the upper left hand corner of the certificate, date or dates attended, the number of units earned, and a place for the licensee to sign and date verifying attendance.

(B) An authorizing signature of the provider or the providing entity and a statement that reads: "All of the information contained on this certificate is truthful and accurate."

(C) A statement on each certification that reads: "Completion of this course does not constitute authorization for the attendee to perform any services that he or she is not legally authorized to perform based on his or her license or permit type."

(2) If an individual whose license or permit has been cancelled, revoked, or voluntarily surrendered attends and completes a continuing education course, the provider or attendee may document on the certificate of course completion the license or permit number the individual held before the license or permit was cancelled, revoked, or voluntarily surrendered.

(3) When two or more registered providers co-sponsor a course, only one provider number shall be used for that course and that provider must assume full responsibility for compliance with the requirements of this article.

(4) Only Board-approved providers whose course content outlines for Infection Control and California Dental Practice Act have been submitted and approved by the Board may issue continuing education certifications to participants of these courses.

(5) The instructor of a course who holds a current and active license or permit to practice issued by the Board may receive continuing education credit for up to 20% of their total required units per renewal period for the course or courses they teach for a provider other than themselves.

(6) Upon request, a provider shall issue a duplicate certification to a licensee whose name appears on the provider’s original roster of course attendees. A provider may not issue a duplicate certification to a licensee whose name is not on the original roster of course attendees. The provider, not the licensee shall clearly mark on the certificate the word "duplicate."

(7) Providers shall place the following statement on all certifications, course advertisements, brochures and other publications relating to all course offerings: "This course meets the Dental Board of California’s requirements for _(number of)_units of continuing education."

(i) Out of State Courses and Courses Offered by Other Authorized and Non-Authorized Providers

(1) Notwithstanding subdivision (b) of Section 1016, licensees who attend continuing education courses given by providers approved by the American Dental Association’s Continuing Education Recognition Program (CERP) or the Academy of General Dentistry's Program
Approval for Continuing Education (PACE) and who obtain a certification of attendance from the provider or sponsor shall be given credit towards his or her total continuing education requirement for renewal of his or her license with the exception of mandatory continuing education courses, if the course meets the requirements of continuing education set forth in this section.

(b) A licensee who attends a course or program that meets all content requirements for continuing education pursuant to these regulations, but was presented outside California by a provider not approved by the Board, may petition the Board for consideration of the course by submitting information on course content, course duration and evidence from the provider of course completion.

When the necessary requirements have been fulfilled, the board may issue a written certificate of course completion for the approved number of units, which the licensee may then use for documentation of continuing education credits.


HISTORY

1. Amendment filed 4-4-88; operative 4-4-88 (Register 88, No. 17).
2. Change without regulatory effect filed 9-2-88; operative 9-2-88 (Register 88, No. 37). The regulatory forms referred to in subsections (b)(1), (b)(2) and (h), which were approved for filing with the Secretary of State on 4-4-88, are located in Register 88, No. 38 Z of the California Regulatory Notice Register.
3. Amendment of subsection (h) filed 8-2-91; operative 9-2-91 (Register 91, No. 48).
4. Amendment of subsection (a), new subsections (a)(1)-(a)(2)(E), redesignation of former second paragraph and subsections (a)(1)-(6) as subsections (a)(3)- (a)(3)(F), amendment of newly designated subsection (a)(3)(F), and new subsections (a)(3)(G)-(K) filed 2-29-96; operative 3-30-96 (Register 96, No. 9).
6. Amendment of section heading and section filed 3-9-2010; operative 3-9-2010 pursuant to Government Code section 11343.4 (Register 2010, No. 11).

CCR Section 1017

(a) As a condition of renewal, all licensees are required to complete continuing education as follows:

(1) Two units of continuing education in Infection Control specific to California regulations as defined in section 1016(b)(1)(A).

(2) Two units of continuing education in the California Dental Practice Act and its related regulations as defined in section 1016(b)(1)(B).
(3) A maximum of four units of a course in Basic Life Support as specified in section 1016(b)(1)(C).

(b) Mandatory continuing education units count toward the total units required to renew a license or permit; however, failure to complete the mandatory courses will result in non-renewal of a license or permit. Any continuing education units accumulated before April 8, 2010 that meet the requirements in effect on the date the units were accumulated will be accepted by the Board for license or permit renewals taking place on or after April 8, 2010.

(c) All licensees shall accumulate the continuing education units equal to the number of units indicated below during the biennial license or permit renewal period assigned by the Board on each license or permit. All licensees shall verify to the Board that he or she who has been issued a license or permit to practice for a period less than two years shall begin accumulating continuing education credits within the next biennial renewal period occurring after the issuance of a new license or permit to practice.

(1) Dentists: 50 units.

(2) Registered dental hygienists: 25 units.

(3) Registered dental assistants: 25 units.

(4) Dental Sedation Assistant Permit Holders: 25 units.

(5) Orthodontic Assistant Permit Holders: 25 units.

(6) Registered dental hygienists in extended functions: 25 units.

(7) Registered dental assistants in extended functions: 25 units.

(8) Registered dental hygienists in alternative practice: 35 units.

(d) Each dentist licensee who holds a general anesthesia permit shall complete, as a condition of permit renewal, continuing education requirements pursuant to Section 1646.5 of the Business and Professions Code at least once every two years, and either (1) an advanced cardiac life support course which is approved by the American Heart Association and which includes an examination on the materials presented in the course or (2) any other advanced cardiac life support course which is identical in all respects, except for the omission of materials that relate solely to hospital emergencies or neonatology, to the course entitled “2005 American Heart Association Guidelines for Cardiopulmonary Resuscitation and Emergency Cardiovascular Care” published by the American Heart Association December 13, 2005 which is incorporated herein by reference.

(e) Each dentist licensee who holds a conscious sedation permit shall complete at least once every two years a minimum of 15 total units of coursework related to the administration of conscious sedation and to medical emergencies, as a condition of permit renewal, in continuing education requirements pursuant to Section 1647.5 of the Business and Professions Code. Refusal to execute the required assurance shall result in non-renewal of the permit.
(f) Each dentist licensee who holds an oral conscious sedation permit for minors, as a condition of permit renewal, shall complete at least once every two years a minimum of 7 total units of coursework related to the subject area in continuing education requirements pursuant to Section 1647.13 of the Business and Professions Code.

(g) Each dentist licensee who holds an oral conscious sedation permit for adults, as a condition of permit renewal, shall complete at least once every two years a minimum of 7 total units of coursework related to the subject area in continuing education requirements pursuant to Section 1647.21 of the Business and Professions Code.

(h) Notwithstanding any other provisions of this code, tape recorded courses, home study materials, video courses, and computer courses are considered correspondence courses, and will be accepted for credit up to, but not exceeding, 50% of the licensee's total required units.

(i) In the event that a portion of a licensee's units have been obtained through non-live instruction, as described in Section (h) above, all remaining units shall be obtained through live interactive course study with the option to obtain 100% of the total required units by way of interactive instruction courses. Such courses are defined as live lecture, live telephone conferencing, live video conferencing, live workshop demonstration, or live classroom study.

(j) Licensees who participate in the following activities shall be issued continuing education credit for up to 20% of their total continuing education unit requirements for license renewal:

(1) Participation in any Dental Board of California or Western Regional Examination Board (WREB) administered examination including attendance at calibration training, examiner orientation sessions, and examinations.

(2) Participation in any site visit or evaluation relating to issuance and maintenance of a general anesthesia, conscious sedation or oral conscious sedation permit.

(3) Participation in any calibration training and site evaluation training session relating to general anesthesia, conscious sedation or oral conscious sedation permits.

(4) Participation in any site visit or evaluation of an approved dental auxiliary program or dental auxiliary course.

(k) The Board shall issue to participants in the activities listed in subdivision (j) a certificate that contains the date, time, location, authorizing signature, 11-digit course registration number, and number of units conferred for each activity consistent with all certificate requirements herein required for the purposes of records retention and auditing.

(l) The license or permit of any person who fails to accumulate the continuing education units set forth in this section or to assure the board that he or she will accumulate such units, shall not be renewed until such time as the licensee complies with those requirements.

(m) A licensee who has not practiced in California for more than one year because the licensee is disabled need not comply with the continuing education requirements of this article during the renewal period within which such disability falls. Such licensee shall certify in writing that he or she is eligible for waiver of the continuing education requirements. A licensee who ceases to be eligible for such waiver shall notify the Board of such and shall comply with the continuing education requirements for subsequent renewal periods.
(n) A licensee shall retain, for a period of three renewal periods, the certificates of course completion issued to him or her at the time he or she attended a continuing education course and shall forward such certifications to the Board only upon request by the Board for audit purposes. A licensee who fails to retain a certification shall contact the provider and obtain a duplicate certification.

(o) Any licensee who furnishes false or misleading information to the Board regarding his or her continuing education units may be subject to disciplinary action. The Board may audit a licensee continuing education records as it deems necessary to ensure that the continuing education requirements are met.

(p) A licensee who also holds a special permit for general anesthesia, conscious sedation, oral conscious sedation of a minor or of an adult, may apply the continuing education units required in the specific subject areas to their dental license renewal requirements.

(q) A registered dental assistant or registered dental assistant in extended functions who holds a permit as an orthodontic assistant or a dental sedation assistant shall not be required to complete additional continuing education requirements beyond that which is required for licensure renewal in order to renew either permit.

(r) Pertaining to licencees holding more than one license or permit, the license or permit that requires the largest number of continuing education units for renewal shall equal the licensee's full renewal requirement. Dual licensure, or licensure with permit, shall not require duplication of continuing education requirements.

(s) Current and active licensees enrolled in a full-time educational program in the field of dentistry, including dental school program, residency program, postdoctoral specialty program, dental hygiene school program, dental hygiene in alternative practice program, or registered dental assisting in extended functions program approved by the Board or the ADA Commission on Dental Accreditation shall be granted continuing education credits for completed curriculum during that renewal period. In the event of audit, licensees shall be required to present school transcripts to the Board as evidence of enrollment and course completion.

(t) Current and active dental sedation assistant and orthodontic assistant permit holders enrolled in a full-time dental hygiene school program, dental assisting program, or registered dental assisting in extended functions program approved by the Board or the ADA Commission on Dental Accreditation shall be granted continuing education credits for completed curriculum during that renewal period. In the event of audit, assisting permit holders shall be required to present school transcripts to the committee or Board as evidence of enrollment and course completion.

Note: Authority cited: Sections 1614 and 1645, Business and Professions Code. Reference: Sections 1645, 1646.5 and 1647.5, Business and Professions Code.

HISTORY

1. Amendment of subsection (a) filed 8-23-85; effective thirtieth day thereafter (Register 85, No. 34).
2. Amendment of subsection (a) filed 1-22-86; effective thirtieth day thereafter (Register 86, No. 4).
3. Amendment filed 4-4-88; operative 4-4-88 (Register 88, No. 17).
4. Amendment of subsection (a) filed 6-8-88; operative 7-8-88 (Register 88, No. 25).
5. Amendment filed 4-1-91; operative 5-1-91 (Register 91, No. 18).
6. New subsection (a), subsection relettering, and amendment of newly designated subsections (b) and (d) filed 7-8-96; operative 8-7-96 (Register 96, No. 28).
7. Amendment of subsection (c) filed 2-2-99; operative 3-4-99 (Register 99, No. 6).
8. Amendment of subsection (b)(1), new subsections (b)(4)-(6) and amendment of Note filed 7-21-99; operative 8-20-99 (Register 99, No. 30).
9. Amendment of subsections (a) and (e) and amendment of Note filed 4-8-2003; operative 5-8-2003 (Register 2003, No. 15).
11. Amendment of section heading and section filed 3-9-2010; operative 3-9-2010 pursuant to Government Code section 11343.4 (Register 2010, No. 11).
Amend sections 1397.60 through section 1397.71 of Division 13.1 of Title 16 of the California Code of Regulations, to read as follows:

§ 1397.60. Definitions.

This section applies to a license that expires on or before December 31, 2012, and becomes inoperative on January 1, 2013.

As used in this article:
(a) An “accreditation agency” means an organization recognized by the board which evaluates and approves each provider of continuing education, evaluates and approves each course offering, and monitors the quality of the approved continuing education courses.
(b) A “provider” means an organization, institution, association, university, or other person or entity assuming full responsibility for the course offered, whose qualifications as a continuing education provider have been approved by a board recognized accreditation agency.
(c) A “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 approved.
(d) “Continuing education” 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.
(e) A “conference” means a course consisting of multiple concurrent or sequential free-standing presentations. Approved presentations must meet all standards of an approved continuing education course.
(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. Approved presentations must meet all standards of an approved continuing education course.
(g) “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 without an approved CE sponsor 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 all standards of an approved continuing education course.
§ 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.

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” 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.

§ 1397.61. Continuing Education Requirements.

This section applies to a license that expires on or before December 31, 2012, and becomes inoperative on January 1, 2013.

(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 submit with the application for license renewal proof satisfactory to the board 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(g) 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) of this Article, and may be applied to the 36 hours of approved continuing education required in Business and Professions Code section 2915(a).

(c) Those licensees who began graduate training prior to January 1, 2004, shall, prior to his or her first license renewal after January 1, 2004, take continuing education instruction in spousal or partner abuse assessment, detection, and intervention strategies, including community resources, cultural factors, and same gender abuse dynamics. Such course shall be taken within the two years prior to the licensee’s renewal date and shall be no less than one (1) hour in length. This is a one-time only continuing education requirement.

(d) Those licensees who began graduate training prior to January 1, 2004, shall, prior to his or her first license renewal after January 1, 2005, take continuing education instruction in the biological, social, and psychological aspects of aging and long-term care. Such course shall be taken within the two years prior to the licensee’s renewal date and shall be no less than three (3) hours in length. This is a one-time only continuing education requirement.
(e) Licensees are encouraged to participate in periodic training in subject matter for which the Legislature or the board finds cause, including but not limited to: geriatric pharmacology; the characteristics and methods of assessment and treatment of HIV disease; and issues of human diversity.

(f) This subsection shall become effective on January 1, 2006.

(1) The Board of Psychology recognizes and accepts for continuing education credit courses that are:

(A) provided by American Psychological Association (APA) 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);

(C) sponsored by the Academies of the specialty boards of the American Board of Professional Psychology (ABPP).

(2) The board may recognize other entities to perform an accrediting function if the entity:

(A) Has had at least 10 years experience managing continuing education programs for psychologists on a statewide basis, including, but not limited to:
   (i) Maintaining and managing records and data related to continuing education programs.
   (ii) Monitoring and approving courses.

(B) Has a means to avoid a conflict of interest between any provider and accreditation functions.

(C) Submits a detailed plan of procedures for monitoring and approving the provider functions. The plan must demonstrate that it has the capacity to evaluate each course, including provisions requiring the following:

   (i) Topics and subject matter shall be pertinent to the practice of psychology. Courses predominantly focused on business issues, marketing, or exploring opportunities for personal growth are not eligible for credit. Course material must have a relevance or direct application to a consumer of psychological services.

   (ii) Each continuing education course shall have written educational goals and specific learning objectives which are measurable and which serve as a basis for an evaluation of the effectiveness of the course.

   (iii) Instructors shall be competent in the subject matter of the course and shall be qualified by education, training, experience, scope of practice and licensure.

   (iv) Each continuing education course shall have a syllabus which provides a general outline of the course.

   (v) When an approved provider works with others on the development, distribution and/or presentation of a continuing education course (joint sponsorship), there shall be procedures to identify and document the functions of each participating party.

   (vi) An evaluation mechanism shall be completed by each participant to evaluate the continuing education course.

   (vii) Respond to complaints from the board concerning its activities.

   (viii) The entity agency shall provide services to all licensees without discrimination.

(D) An entity must submit, in writing, evidence that it meets the qualifications in this subdivision.

(E) Upon written confirmation from the board that the entity has been recognized, the entity may advertise that it has been recognized by the board.

(3) Any licensee who receives approved continuing education course credit hours pursuant to this section shall submit verification of course completion and the participant
report recording fee specified in section 1397.69 to a board recognized accrediting agency.

(g) Failure of the entity to substantially comply with the provisions as set forth in subsection (f) shall constitute cause for revocation of recognition by the board. Recognition can be revoked only by a formal board action, after notice and hearing, and for good cause.

Note: Authority cited: Sections 2915(g) and 2930, Business and Professions Code. Reference: Sections 29, 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, 2013.

(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.

§ 1397.62. Continuing Education Exemptions and Exceptions.

This section applies to a license that expires on or before December 31, 2012, and becomes inoperative on January 1, 2013.
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 residing in another country or state for at least one year reasonably preventing completion of the continuing education requirements; or
2. Has been engaged in active military service; or
3. 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)(3) 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 approved pursuant to sections 1397.61(d), (e), (f) 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 which 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.

This section shall be applicable to a license that expires on or after, or is reinstated or issued on or after, January 1, 2013.

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.

§ 1397.63. Hour Value System.

This section applies to a license that expires on or before December 31, 2012, and becomes inoperative on January 1, 2013.

(a) Licensees will earn one hour continuing education credit for each hour of approved instruction. One 3-unit academic quarter is equal to 10 hours of continuing education credit and one 3-unit academic semester is equal to 15 hours of continuing education credit.

(b)(1) Licensees who serve the Board of Psychology as selected participants 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 of Psychology sponsored Expert Training Seminars. Any licensee who receives approved continuing education credit as
set forth in subsection (b)(1) shall have his/her credit reported by the board to the board recognized accrediting agency.

(2) Licensees who serve as examiners for the Academies of the specialty boards of the American Board of Professional Psychology (ABPP) will receive one hour of continuing education credit for each hour served, not to exceed fours hours each two year renewal period. Any licensee who receives continuing education credit as set forth in subsection (b)(2) shall submit verification and the course attendee fee specified in section 1397.68 to the board recognized accreditation agency.

(c) An approved instructor may claim the course for his/her own credit only one time that he/she teaches the approved course during a renewal cycle, receiving the same credit hours as the participant.

(d) No course may be taken and claimed more than once during a renewal period for continuing education credit.

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

§ 1397.64. Accreditation Agencies.

This section applies to a license that expires on or before December 31, 2012, and becomes inoperative on January 1, 2013.

(a) Upon written application to the board, continuing education accreditation agencies will be recognized if the board determines that the organization meets the criteria set forth in section 2915(f) of the code and:

(1) the organization submits a plan demonstrating that it has the capacity to evaluate each continuing education provider’s course in accordance with the following criteria:

(A) Topics and subject matter shall be pertinent to the practice of psychology. Courses predominantly focused on business issues, or marketing, or that are predominantly designed to explore opportunities for personal growth are not eligible for credit. Course material must have a relevance or direct application to a consumer of psychological services.

(B) Each continuing education course shall have written educational goals and specific learning objectives which are measurable and which serve as a basis for an evaluation of the effectiveness of the course.

(C) Instructors shall be competent in the subject matter of the course and shall be qualified by education, training, experience, scope of practice and licensure.

(D) Each continuing education course shall have a syllabus which provides a general outline of the course.

(E) When an approved provider works with others on the development, distribution and/or presentation of a continuing education course (joint sponsorship), there shall be procedures to identify and document the functions of each participating party.

(F) An evaluation mechanism shall be completed by each participant to evaluate the continuing education course.

(2) The accreditation agency agrees to perform the following:

(A) Maintain a list of the names and addresses of the persons designated as responsible for the provider’s continuing education courses and records. The accreditation agency shall require that any change in the designated responsible
person’s identity shall be reported to the agency within 30 days of the effective date of such change.
(B) Notify the board of names, addresses and responsible party of each provider and each course on a quarterly basis. Provide without charge to any licensee who makes a request, a current list of providers and approved courses.
(C) Verify attendance of licentiates at specific courses by maintaining a record of approved continuing education courses completed by licensees. The record must include the licensees’ name and license number, and all agency approved continuing education courses successfully completed by each licensee. In addition, and for an activity reporting fee paid by the licensee and on forms acceptable to the agency (see form No. 07M-BOP-15(New 10/94)), incorporate into licensee’s record all non-agency approved continuing education courses as defined in sections 1397.61 and 1397.63 of these regulations. The accreditation agency shall provide a copy of this combined record to the board upon request. The records must be retrievable by license number.
(D) Respond to complaints from the board concerning activities of any of its approved providers or their course(s). Respond to complaints and inquiries regarding providers, courses, and general continuing education questions presented by any licensee. The accreditation agency shall provide services to all licensees without discrimination.
(E) Audit at least 10% of the continuing education courses approved by the agency, for compliance with the agency’s requirements and requirements of the board, and on request, report the findings of such audits to the board.
(F) Take such action as is necessary to assure that the continuing education course material offered by its providers meets the continuing education requirements of the board as defined in sections 1397.64(a)(1) and 1397.65 of these regulations.
(G) Establish a procedure for reconsideration of its decision that a provider or a provider’s course does not meet statutory or regulatory criteria.
(b) Failure of a recognized accreditation agency to substantially comply with the provisions as set forth in this article shall constitute cause for revocation of recognition by the board. Recognition can be revoked only by a formal board action, after notice and hearing, and for good cause.

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

§ 1397.65. Requirements for Approved Providers.

This section applies to a license that expires on or before December 31, 2012, and becomes inoperative on January 1, 2013.

(a) Providers of continuing education courses in psychology shall apply to a board recognized accreditation agency for approval as a provider, and for approval of each course, prior to offering any such courses.
(b)(1) Upon satisfactory completion of the provider requirements of the accreditation agency, including payment of the appropriate fees and receipt of written approval therefrom, a continuing education provider may represent itself as a California approved provider of continuing education courses for psychologists for one year.
(2) Upon presentation of satisfactory evidence, organizations approved by the American Psychological Association (APA) as Sponsors of Continuing Education for Psychologists will be recognized as California approved providers of continuing
education courses for psychologists during the duration of their APA approval, and shall be exempt from the annual continuing education provider fee described in section 1397.68. Such APA providers shall be held to all other requirements of California approved providers of continuing education for psychologists except for the individual course review requirement.

(c) The provider is responsible for assuring the educational quality of its course material. All continuing education course material shall meet the standards set forth in section 1397.64(a)(1) of these regulations and shall be:
   (1) approved in advance by an accreditation agency (except for those courses offered by providers defined in section 1397.61(d), (e) and (f));
   (2) specifically applicable and pertinent to the practice of psychology;
   (3) accurate and timely;
   (4) presented in an organized manner conducive to the learning process;
   (5) complete and objective, and not reflecting predominantly any commercial views of the provider or presenter or of anyone giving financial assistance to the provider or presenter;
   (6) based on stated educational goals and objectives; and
   (7) accompanied by a syllabus which contains, at a minimum, the instructional objectives for each course and a summary containing the main points of each topic.

(d) All providers shall furnish a list of course participants, with the accompanying course attendee fee as required in section 1397.68, to the accreditation agency, and verification of attendance certificates to all participants within 45 days of course completion. The list and the certificate shall contain the name of the licensee and license number, name and number of the provider, title of the course, number of completed hours, date of completion, course number, if applicable, and the name of the accreditation agency.

(e) Every approved provider shall apply to the accreditation agency, on forms approved by the board (see form No. 07M-BOP-14(New 10/94)), at least 30 days in advance, for each continuing education course offered or presented, whether for the first time or repeated.

(f) The approved provider shall be required to maintain attendance records for three (3) years for each continuing education course. Acceptable documentation of participation shall include attendance rosters, sign-in and sign-out sheets, and completed course evaluation forms.

(g) The approved provider’s course shall be valid for up to one year following the initial approval provided a notification and activity registration fee is submitted to the accreditation agency at least 30 days in advance for each time the course is offered or presented.

(h) The approved provider’s advertisements for approved courses shall clearly indicate the provider’s name, course title, course approval number, the number of credit hours, and the name of the accrediting agency.

(i) The approved provider shall have a written policy, available upon request, which provides information on:

1. refunds in case of non-attendance
2. time period for return of fees
3. notification if course is canceled.
(j) Providers may not grant partial credit for continuing education courses. However, conferences, in-service training programs and grand rounds consisting of a series of presentations may obtain approval for the entire conference, in-service training program or grand round as one course wherein credit may be granted to participants separately for each individual presentation in such courses.

(k) Provider approval is non-transferable. Approved providers shall inform the accrediting agency in writing within 30 days of any changes in organizational structure and/or person(s) responsible for continuing education program, including name and address changes.

(l) Providers are responsible for meeting all applicable local, state and federal standards which include, but are not limited to, the Americans with Disabilities Act.

(m) Providers may obtain approval for grand rounds activities for an entire year with one application provided the staff person responsible for grand rounds submits to the accreditation agency a general descriptive outline of grand rounds activities for the year. This outline shall be of sufficient detail regarding content to be covered in the weekly grand rounds activities to allow the accreditation agency to determine whether the activities are appropriate for continuing education credit for licensed psychologists.

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

§ 1397.66. Provider Audit Requirements.

This section applies to a license that expires on or before December 31, 2012, and becomes inoperative on January 1, 2013.

Upon written request from the accreditation agency or the board, relating to an audit of course material, each approved provider shall submit such materials as are required by the accreditation agency or the board.

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

§ 1397.67. Renewal After Inactive or Delinquent Status.

This section applies to a license that expires on or before December 31, 2012, and becomes inoperative on January 1, 2013.

(a) To activate licenses which have 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 psychologist license within three years of the date of expiration, the applicant for renewal shall provide documentation of completion of the required hours of continuing education.

After a license has been delinquent 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, 2986, and 2988, Business and Professions Code.

§ 1397.67. Renewal After Inactive or Delinquent Status.

This section shall be applicable to a license that expires on or after, or is reinstated or issued on or after, January 1, 2013.

(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 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 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.

§ 1397.68. Provider Fees.

This section applies to a license that expires on or before December 31, 2012, and becomes inoperative on January 1, 2013.

(a) The following fees are established to be paid to an accreditation agency by the course provider:

(1) Continuing education annual provider approval fee.............................................. $200
(2) Continuing education course registration fee.............................................. $35
(3) Continuing education conference fee......................................................... $100
(4) Continuing education course attendee fee.................................................... $7 per licensee

These fees are to be paid by the provider to an accreditation agency as defined in section 1397.65(b), (d), and (g).
§ 1397.69. Participant Fees.

This section applies to a license that expires on or before December 31, 2012, and becomes inoperative on January 1, 2013.

The following fees are established to be paid by the course participant:

(a) Participant report recording fee.... $35

This fee is to be paid to an accreditation agency to report non-accrediting agency approved courses taken by the participant as defined in section 1397.61(d), 1397.63(b) and 1397.64(a)(2)(C).

Note: Authority cited: Sections 2915(g) and 2930, Business and Professions Code. Reference: Section 2915, Business and Professions Code.
This form is used to report courses that are directly authorized for MCEP credit by law or BOP regulation rather than by a recognized accrediting agency. The purpose of this report is to integrate MCEP credit from all sources into one complete record for each psychologist. If you need further assistance with this report, call the accrediting agency at the number above.

**DATE:** ____________________________  **Psychology License #:** ____________________________

**Last Name:** __________________________________________________________________

**First Name:** ____________________________  **Phone #:** ____________________________

**Address:** __________________________________________________________________

**Address:** __________________________________________________________________

**City:** ____________________________  **State:** __________  **Zip:** ____________________________

<table>
<thead>
<tr>
<th>Course/ Provider Name</th>
<th>Course Title</th>
<th>Date</th>
<th># of Credit Hrs</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Verification must be submitted for each course listed. Licensee must retain proof of attendance in the event the Board of Psychology requests verification. If more room is needed to list courses, please attach additional copies of this form. In order for this report to be processed, the regulated $35 filing fee must be enclosed.

07M-BOP-15(New 10/94)
# Course Application

## Cover Sheet

### A. Provider Information:

<table>
<thead>
<tr>
<th>Provider Name:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>MCEP Provider #:</td>
<td></td>
</tr>
<tr>
<td>MCEP Program Administrator:</td>
<td>MCEP Program Developer:</td>
</tr>
</tbody>
</table>

### B. Course Information:

- **Course Title:**
- **Standard Course Fee:**
- **Discounts available?**
  - [ ] Yes
  - [ ] No
- **Course Description (limit to 50 words):**

<table>
<thead>
<tr>
<th>Course Date(s):</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Time(s):</td>
<td></td>
</tr>
<tr>
<td>Course Site Address:</td>
<td>Phone:</td>
</tr>
<tr>
<td>City</td>
<td>State</td>
</tr>
</tbody>
</table>
| Course Level (choose one):
  - [ ] Introductory (useful for psychologists new to this field)
  - [ ] Intermediate (useful for psychologists with limited experience in this field)
  - [ ] Advanced (useful for psychologists with extensive experience in this field)
| Target Audience:
  - [ ] Licensed Psychologists
  - [ ] Other Non-Mental Health Professionals
  - [ ] MFT/CSW/LP/CPC
  - [ ] General Public
  - [ ] MD/RN's
| Total Instructional Time: |  |

### C. Co-Sponsorship Information:

- **Is this course co-sponsored?**
  - [ ] Yes
  - [ ] No
- **Name of co-sponsoring organization:**

<table>
<thead>
<tr>
<th>Contact Name:</th>
<th>Phone:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
<td>City</td>
</tr>
</tbody>
</table>

### D. Primary Instructor Information:

- **Name:**
- **Daytime Phone:**
- **Fax:**

<table>
<thead>
<tr>
<th>Address:</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
</tr>
</thead>
</table>

*07M-BOP-14 (Revised 1197)*
§ 1397.69

BOARD OF PSYCHOLOGY

TITLE 16

Section I - Course Material

Standard: Course material will be pertinent, accurate and will clearly contribute in the area of practice, theory or methodology at a post-doctorate level.

Please enclose the following documents:

✓ Course syllabus containing:
  □ Course Outline
  □ Description of Content
  □ Course Goals and Objectives

✓ Primary Instructor vita.

Section II - Evaluation Process

Standard: Every course shall include an evaluation process that assesses both the effectiveness of the course and participation achievement in accordance with the course’s goals and objectives.

Please enclose the following documents:

✓ Course evaluation form

✓ Describe the evaluation mechanism you will use for participants to assess their achievement in accordance with course objectives.

Section III - Administration

Standard: Course monitoring procedures (attendance list, credit assignment) and record keeping is in accordance with state regulations and policy.

A. Course Monitoring

1. Describe your procedures for monitoring course attendance.

2. How do you plan to identify psychology licensees who attend your program?
MCEP Course Application
California Psychological Association Accrediting Agency

Please enclose the following documents:

- [ ] Sample attendee list format
- [ ] Sample attendance certificate
- [ ] Signed Affidavit of Course Agreement

B. Co-sponsorship
If this course, or the larger event this course is part of, is sponsored in full or in part by another organization, this section of the application must be completed.

Identify the organization responsible for each of the following areas:

- Course content
- Course presentation
- Course monitoring
- Course records
- Advertising/Marketing
- Financial Arrangements
- Administrative Matters

Section IV - Authorization

I certify, on behalf of ____________________________, that the preceding statements and the enclosed documents are true. I understand that any false statements may result in the revocation of provider approval. I understand that I am responsible for maintaining all standards outlined in the provider application and that this course may be subject to either an unscheduled on-site course audit or an administrative audit.

Program Developer Signature ____________________________ Date __________

Program Administrator Signature ____________________________ Date __________

Both signatures are required to process application.

Section V - Payment

A non-refundable MCEP course application fee of $35, made payable to the California Psychological Association Accrediting Agency, must accompany 3 copies of the application including all attachments.

[ ] Check enclosed
[ ] Please bill my credit card:

- [ ] Visa
- [ ] MasterCard
- [ ] Discover
- [ ] American Express

Account #: __________________________________________ Exp. Date: __________

Signature: __________________________________________

Important
Completion of this form does not constitute MCEP course approval status. If granted, MCEP course approval will be effective on the date set forth in the notification of approval letter.
§ 1397.69. Licensee Fees.

This section shall be applicable to a license that expires on or after, or is reinstated or issued on or after, January 1, 2013.

For the administration of this article, in addition to any other fees due the Board and as a condition of renewal or reinstatement, a $10 fee is to be paid to the Board by a licensee renewing in an active status or after inactive or delinquent status.

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

§ 1397.70. Sanctions for Noncompliance.

This section applies to a license that expires on or before December 31, 2012, and becomes inoperative on January 1, 2013.

(a) If documentation of the CE requirement is improper or inadequate, the license becomes invalid for renewal. The continued practice of psychology is prohibited while the license is invalid for renewal, and the renewal is forfeited. Notwithstanding section 2984, the licensee shall correct the deficiency within six months. If the deficiency is not corrected within six months, the license remains invalid for renewal. Continued practice without a valid license shall constitute grounds for appropriate disciplinary action pursuant to sections 148 and/or 2960 of the code.

(b) Misrepresentation of compliance shall constitute grounds for disciplinary action.


§ 1397.70. Sanctions for Noncompliance.

This section shall be applicable to a license that expires on or after, or is reinstated or issued on or after, January 1, 2013.

(a) If documentation of the continuing education requirement is improper or inadequate, the license is ineligible for renewal until any deficiency is corrected, and is subject to citation or discipline. Continued practice without a valid license shall constitute grounds for appropriate disciplinary action pursuant to sections 148 and/or 2960 of the Code.

(b) Misrepresentation of compliance shall constitute grounds for disciplinary action or denial.


§ 1397.71. Denial, Suspension and Revocation of CE Provider Status.
This section applies to a license that expires on or before December 31, 2012, and becomes inoperative on January 1, 2013.

(a) A board recognized accreditation agency may deny, suspend, place on probation with terms and conditions, or revoke its approval of an applicant or provider of continuing education for good cause. Good cause includes, but is not limited to, one or more of the following:

(1) Conviction of a felony or misdemeanor substantially related to the activities of an accreditation agency approved provider.

(2) Failure of an applicant or provider who is a psychologist, psychological assistant, psychological intern or registered psychologist to comply with any provisions of the Psychology License Law (Business and Professions Code Section 2900 et seq.) or the regulations adopted pursuant thereto in Division 13.1 of Title 16 (commencing with section 1380) of the California Code of Regulations.

(3) Failure of an applicant or provider, who is a licensee of another healing arts board, to comply with the statutes and regulations governing that license.

(4) Making a material misrepresentation of fact in information submitted to the board recognized accreditation agency or to the board.

(5) Failure to comply with provisions of the Psychology License Law (Business and Professions Code Section 2900 et seq.), or the regulations adopted pursuant thereto in Division 13.1 of Title 16 (commencing with section 1380) of the California Code of Regulations, applicable to continuing education providers.

(b) After a thorough case review, if the board recognized accreditation agency denies, suspends, places on probation with terms or conditions, or revokes its approval of a provider, it shall give the applicant or provider written notice setting forth its reasons for the denial, suspension, placing on probation with terms and conditions, or revocation. The applicant or provider may appeal the action in writing within fifteen (15) days after receipt of the notice, and request a hearing before a panel appointed by the recognized accreditation agency. A suspension or revocation of approval shall be stayed upon the filing of an appeal. A denial of approval shall not be stayed.

The panel shall consist of three persons who have not been involved in the determination to deny, suspend or revoke the approval of the applicant or provider. The panel shall hear the appeal within 60 days of the receipt of the appeal, and maintain a record of the proceedings. A decision in writing shall be issued within 30 days of the date of the hearing.

If the appointed panel sustains the denial, placing on probation with terms and conditions, suspension or revocation, the applicant or provider may appeal the decision of the panel to a Continuing Education Appeals Committee (CE Appeals Committee) of the board. The CE Appeals Committee shall be appointed by the board’s president and consist of two board members, one public member and one licensed psychologist member. The appeal must be filed with the board within seven (7) days after receipt of the panel’s decision. Upon filing of the appeal, the CE Appeals Committee chairperson shall have discretion to extend the stay of the suspension or revocation. The hearing of the CE Appeals Committee shall take place at a date and location established by the Committee chairperson, the date not to exceed 60 days from the date of the filing of the appeal. The record of the panel’s hearing shall be made available to the CE Appeals Committee.
Committee. The Committee shall issue a written decision within 30 days of the date of the hearing.

The decision of the CE Appeals Committee is final. An applicant or provider who has had his or her application or provider status denied or revoked may not reapply for provider status for a period of one year from the date of the CE Appeals Committee’s decision.

Article 17. Continuing Education

4231. Requirements for Renewal of Pharmacist License: Clock Hours; Exemption for New Licensee

(a) The board shall not renew a pharmacist license unless the applicant submits proof satisfactory to the board that he or she has successfully completed 30 hours of approved courses of continuing pharmacy education during the two years preceding the application for renewal.

(b) Notwithstanding subdivision (a), the board shall not require completion of continuing education for the first renewal of a pharmacist license.

(c) If an applicant for renewal of a pharmacist license submits the renewal application and payment of the renewal fee but does not submit proof satisfactory to the board that the licensee has completed 30 hours of continuing pharmacy education, the board shall not renew the license and shall issue the applicant an inactive pharmacist license. A licensee with an inactive pharmacist license issued pursuant to this section may obtain an active pharmacist license by paying the renewal fees due and submitting satisfactory proof to the board that the licensee has completed 30 hours of continuing pharmacy education.

(d) If, as part of an investigation or audit conducted by the board, a pharmacist fails to provide documentation substantiating the completion of continuing education as required in subdivision (a), the board shall cancel the active pharmacist license and issue an inactive pharmacist license in its place. A licensee with an inactive pharmacist license issued pursuant to this section may obtain an active pharmacist license by paying the renewal fees due and submitting satisfactory proof to the board that the licensee has completed 30 hours of continuing pharmacy education.

4232. Content of Courses

(a) The courses shall be in the form of postgraduate studies, institutes, seminars, lectures, conferences, workshops, extension studies, correspondence courses, and other similar methods of conveying continuing professional pharmacy education.

(b) The subject matter shall be pertinent to the socioeconomic and legal aspects of health care, the properties and actions of drugs and dosage forms and the etiology, and characteristics and therapeutics of the disease state.

(c) The subject matter of the courses may include, but shall not be limited to, the following: pharmacology, biochemistry, physiology, pharmaceutical chemistry, pharmacy administration, pharmacy jurisprudence, public health and communicable diseases, professional practice management, anatomy, histology, and any other subject matter as represented in curricula of accredited colleges of pharmacy.

4234. Exceptions: Emergencies; Hardship

The board may, in accordance with the intent of this article, make exceptions from the requirements of this article in emergency or hardship cases.
Article 4. Continuing Education

1732. Definitions.

As used in this article:

(a) “Accreditation agency” means an organization which evaluates and accredits providers of continuing education for pharmacists.

(b) “Hour” means at least 50 minutes of contact time.

(c) “Provider” means a person who has been accredited by an approved accreditation agency or accredited by the board to provide a specific continuing education course.


1732.05. Accreditation Agencies for Continuing Education.

(a) The following organizations are approved as accreditation agencies:

(1) The Accreditation Council for Pharmacy Education.

(2) The Pharmacy Foundation of California.

(b) Accreditation agencies shall:

(1) Evaluate each continuing education provider seeking accreditation in accordance with the provider’s ability to comply with the requirements of section 1732.1 of this Division.

(2) Maintain a list of the name and address of person responsible for the provider's continuing education program. The accreditation agency shall require that any change in the responsible person's identity shall be reported to the accreditation agency within 15 days of the effective date of the change.

(3) Provide the board with the names, addresses and responsible party of each provider, upon request.

(4) Respond to complaints from the board, providers or from pharmacists concerning activities of any of its accredited providers or their coursework.

(5) Review at least one course per year offered by each provider accredited by the agency for compliance with the agency's requirements and requirements of the board and, on request, report the findings of such reviews to the board.

(6) Take such action as is necessary to assure that the continuing education coursework offered by its providers meets the continuing education requirements of the board; and

(7) Verify the completion of a specific continuing education course by an individual pharmacist upon request of the board.
(c) Substantial failure of an approved accreditation agency to evaluate continuing education providers as set forth in subdivision (b) shall constitute cause for revocation of its approval as an accreditation agency by the board.


1732.1. Requirements for Accredited Providers.

(a) No person shall provide continuing pharmacy education without being accredited by an approved accreditation agency or having the course accredited by the board pursuant to section 1732.2 of this Division.

(b) Providers shall ensure that each continuing education course complies with the requirements of section 1732.3 of this Division.

(c) Providers shall furnish statements of credit to all participants that complete a continuing education course. The statement of credit shall contain the name of the enrollee, name and number of the provider, title of the course, number of completed hours, date of completion, expiration date of the coursework, course number, if applicable and the name of the accrediting agency.

(d) Each provider shall notify the accreditation agency at least 15 days in advance of the first time each new continuing education course is offered or presented.

(e) Providers shall maintain records of completion of their continuing education courses for four years.

(f) Providers shall include the following information in promotional materials regarding continuing education courses:

1. Provider's name.

2. The number of hours awarded for completion of the course.

3. The date when the course’s accreditation expires.

4. The provider number assigned by the accreditation agency.

5. The name of the provider’s accrediting agency.

6. The learning objectives of the program.

7. The nature of the targeted audiences that may best benefit from participation in the program.

8. The speakers and their credentials.

(g) Providers shall have written procedures for determining the credit hours awarded for the completion of continuing education courses.

1732.2. Board Accredited Continuing Education.

(a) Individuals may petition the board to allow continuing education credit for specific coursework which is not offered by a provider but meets the standards of Section 1732.3.

(b) Notwithstanding subdivision (a) of this section, coursework which meets the standard of relevance to pharmacy practice and has been approved for continuing education by the Medical Board of California, the California Board of Podiatric Medicine, the California Board of Registered Nursing or the Dental Board of California shall, upon satisfactory completion, be considered approved continuing education for pharmacists.


1732.3. Requirements for Continuing Education Courses.

(a) Unless denied by the accreditation agency upon audit, all coursework offered by providers may be used to satisfy the continuing education required by section 1732.5 of this Division.

(b) On a random basis or in response to a request by the board, the accreditation agency shall review selected coursework. The material shall be forwarded to a reviewer to judge the quality of the program on the basis of factors established by the accreditation agency in addition to the requirements of this section.

(c) A recognized provider's coursework shall be valid for up to three years following the initial presentation provided that the information is still current.

(d) Continuing education courses shall comply with the following:

1) Courses shall have specific, measurable learning objectives which serve as a basis for an evaluation of the program's effectiveness.

2) Speakers, or those developing the content of the course, shall be competent in the subject matter and shall be qualified by education, training and/or experience.

3) Courses shall have a syllabus which provides a general outline of the course. The syllabus shall contain at a minimum, the learning objectives for each course and a summary containing the main points for each topic.

4) Courses shall include a mechanism that allows all participants to assess their achievement in accordance with the program's learning objectives.

(e) (1) Continuing education courses shall be relevant to the practice of pharmacy as provided in this section and in section 4232 of the Business and Professions Code and related to one or more of the following:

(A) The scientific knowledge or technical skills required for the practice of pharmacy.

(B) Direct and/or indirect patient care.

(C) The management and operation of a pharmacy practice.
(2) Continuing education courses shall not reflect the commercial views of the provider or of any person giving financial assistance to the provider.


1732.4. Provider Audit Requirements.

Upon written request from the accreditation agency, relating to an audit of continuing education course, each provider shall submit such materials as are required by the accreditation agency.


1732.5. Renewal Requirements for Pharmacist.

(a) Except as provided in section 4234 of the Business and Professions Code and section 1732.6 of this Division, each applicant for renewal of a pharmacist license shall submit proof satisfactory to the board, that the applicant has completed 30 hours of continuing education in the prior 24 months.

(b) All pharmacists shall retain their certificates of completion for four years following completion of a continuing education course.


1732.6. Exemptions.

Pharmacists may seek exemption from the continuing education requirements for renewal on the grounds of emergency or hardship by applying to the board in writing, setting forth the reasons why such exemption should be granted. Exemptions may be granted for such reasons as illness or full-time enrollment in a health professional school.


1732.7. Complaint Mechanism.

A provider may request reconsideration of any adverse action taken against the provider or its coursework by an accreditation agency. Following such reconsideration, the provider may request review of the accreditation agency's decision by the board.

Blank Page
To: Committee Members  
From: Marina Karzag  
Policy and Statistical Analyst  
Date: April 10, 2012  
Telephone: (916) 574-7830  

Subject: Comparison of Other State Boards’ Continuing Education Programs

Background

Other states that license professional counselors, marriage and family therapists, or social workers also require licensees to complete continuing education as a condition of renewal. This memo provides a comparison of CE Programs in several other states (Florida, Oregon, Arizona, and Texas) that license the same professions as BBS.

State Board Comparison

Florida
The Florida Board of Clinical Social Work, Marriage and Family Therapy, and Mental Health Counseling (Board) implements a hybrid CE program that includes approving CE providers, accepting CE from providers approved by 15 accrediting agencies, and accepting graduate level coursework from accredited universities and associations. Florida’s CE program is similar to BBS except for the acceptance of CE from accrediting agencies. The Board only accepts CE from providers approved by accrediting agencies if the agency’s requirements are similar to the Board’s requirements. The Board evaluates these agencies’ accrediting programs annually.

The Board requires provider applicants to submit documentation of a sample CE program that meets the Board’s course and instructor requirements with their initial application, but the Board’s regulations do not stipulate compliance with these specific requirements after initial licensure.

A provider’s status may be denied or revoked for not complying with the Board’s requirements. The Board may also audit provider records upon request.

Oregon
The Oregon Board of Licensed Professional Counselors and Therapists (Board) does not approve providers but they accept CE from providers approved by other accrediting agencies. The Board also accepts college coursework from accredited degree programs, sponsored presentations, publication activities, leadership activities, and receiving supervision for CE credit. College coursework, conferences, and trainings may count for 100% of the required CE credit, but all other forms of CE have limited credit allowances. Distance learning and self study must be obtained from a provider approved by one of the accepted accrediting agencies.
The Board’s regulations stipulate that CE content must focus on specific fields related to the profession, but do not include any other specific program content requirements.

Licensees are required to provide a list of completed CE with each renewal and the Board audits 10% of its licensees to ensure compliance with the CE requirements. If an audited licensee is not able to provide documentation of completing the CE requirements, the Board may assess a civil penalty as stipulated in law.

Arizona
The Arizona Board of Behavioral Health Examiners (Board) does not approve CE providers or accrediting agencies, but rather accepts a variety of activities for CE credit, as follows:

- First-time presentations;
- Attendance at a board or committee credentialing meeting;
- Service as a board or credentialing committee member;
- Activities sponsored or approved by a state, regional, or national professional association;
- Programs sponsored or approved by regionally accredited universities;
- In-service courses, trainings or workshops sponsored by federal, state, or local social service agencies, public school systems, or licensed health facilities or hospitals;
- Coursework offered by a regionally accredited college or university;
- Publications; or
- Programs in the behavioral health field sponsored by a state superior court, adult probation department, or juvenile probation department.

The licensee is responsible for maintaining documentation of completing the CE requirement and may be audited by the Board.

Texas
Three different state boards oversee the licensing and regulation of professional counselors, marriage and family therapists, and social workers in Texas. While all three boards approve CE providers, each board’s CE requirements have slight variances.

The Texas State Board of Examiners of Professional Counselors (Board) accepts CE credit from board-approved providers, graduate level coursework, independent study programs offered or approved by a mental health professional association, accredited university, or a board approved CE provider, and teaching or participation in several types of programs or supervision that are not required as part of the licensee’s employment.

The Board’s regulations specify course content area requirements. The CE provider application lists instructor criteria, but this criterion is not stipulated in the regulations. A CE provider applicant must self-certify on the initial application compliance with Board requirements. The Board may audit provider records at any time and a provider’s status may be revoked if they do not comply with the Board’s requirements.

The Texas State Board of Examiners of Marriage and Family Therapists (Board) requires CE coursework and trainings to be taken from a board-approved provider; however the Board allows CE to be taken from a non-board-approved provider if the coursework is relevant to the profession and meets the Board’s requirements. The Board also accepts CE credit for participation in state and national conferences and local seminars, graduate level coursework, presentations, or completion of the Jurisprudence exam as credit towards the law and ethics CE requirement.
CE providers must track attendance, provide participants with a certificate of completion, submit a list of courses offered annually, and maintain course records that may be audited by the Board at any time. The CE provider application asks the provider to self-certify compliance with the Board’s requirements.

The Texas State Board of Examiners of Social Workers (Board) approves CE providers but also grants automatic board-approved provider status to certain entities without having to submit an application or fee. These entities include accredited colleges and universities; a national or statewide association, board or organization representing members of the social work profession; nationally accredited health or mental health facilities; or a person or agency approved by any state or national organization in a related field.

Licensees may receive CE credit for teaching, presenting, or participating in workshops, seminars, or college trainings or coursework. Licensees may also get CE credit for published works, serving as a field instructor, providing supervision, or participating in the board’s jurisprudence course. A licensee may request to receive credit for coursework from a non-board-approved provider if the licensee submits proof that the provider meets the Board’s requirements and submits the CE provider application fee.

CE providers must maintain documentation of course content, course objectives, teaching techniques, number of credit hours, and that the program meets the Board’s requirements. The provider must ensure that course instructors are qualified and provide participants with a course evaluation. The Board may audit the course evaluations and all other course records. The CE provider self-certifies on the initial application compliance with the Board’s requirements.

**Definition of “Self-Study”**
Florida and Oregon are the only states that have a definition of “self-study” in regulation (Attachment C). Both of these states define “distance learning” to include home study and electronic forms of communication.

**Recommendation**
Staff recommends that the Committee conduct an open discussion on other state boards’ CE programs and identify components that the Committee would like to further explore as possible solutions to the issues identified previously.

**Attachments**
A. Other State Boards’ CE Programs Comparison Chart  
B. Other State Boards’ CE Provider Approval Comparison Chart  
C. Other States’ Definitions of “Self-Study”  
D. Florida Regulations Related to CE Providers  
E. Oregon Regulations Related to CE Providers  
F. Arizona Regulations Related to CE Providers  
G. Texas Regulations Related to CE Providers - Professional Counselors  
H. Texas Regulations Related to CE Providers – Marriage and Family Therapists  
I. Texas Regulations Related to CE Providers – Social Workers
## Other State Boards’ CE Programs

<table>
<thead>
<tr>
<th>CE PROGRAM COMPONENTS</th>
<th>Florida</th>
<th>Oregon</th>
<th>Arizona</th>
<th>Texas (Professional Counselors)</th>
<th>Texas (Marriage &amp; Family Therapists)</th>
<th>Texas (Social Workers)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approved course(s)</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Course content</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>requirements</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Max allowed credit</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>for specific type of</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>coursework</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Certification</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td>X</td>
<td>X**</td>
</tr>
<tr>
<td>Board or third party</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Board Approval of</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CE Providers</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>CE Provider status</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>may be revoked/restricted if found in violation of law</td>
<td>X</td>
<td></td>
<td></td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>CE Provider subject to disciplinary action if found in violation of law</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CE credit for</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>instructors</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Third Party</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(University,</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Association, etc.)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CE Provider Accrediting Agencies</td>
<td>X</td>
<td>X*</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Board stipulates</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>requirements for</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>courses in regulation</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Board stipulates</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>requirements for</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>providers in regulation</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Board has access to</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>accrediting agency’s</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>records</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Florida</td>
<td>Oregon</td>
<td>Arizona</td>
<td>Texas (Professional Counselors)</td>
<td>Texas (Marriage &amp; Family Therapists)</td>
<td>Texas (Social Workers)</td>
</tr>
<tr>
<td>---</td>
<td>---</td>
<td>---</td>
<td>---</td>
<td>---</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>Board requirements for accrediting agencies</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Agency must audit providers</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Agency accreditation status may be revoked</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Provider's status may be revoked by Board</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Separate approval of out-of-state courses</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Definition of self-study or independent learning</td>
<td>X</td>
<td>X</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Maximum allowed credit</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Credit for examination development participation</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Licensee may be audited by Board</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Definition of documentation required for audit</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Licensee subject to discipline if inadequate proof of CE</td>
<td></td>
<td></td>
<td>X</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>License not renewed if inadequate proof of CE</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Regulations stipulate CE may be obtained from an organization recognized as an approved provider of CE and that meets several other requirements. Lists several organizations as examples of acceptable approvers of CE providers.*

**Certain entities are automatically given board provider status without having to apply, including accredited colleges and universities; a national or statewide association, board or organization representing members of the social work profession; nationally accredited health or mental health facilities; or a person or agency approved by any state or national organization in a related field such as medicine, law, psychiatry, psychology, sociology, marriage and family therapy, professional counseling, and similar fields of human service practice.
## Other State Boards’ CE Provider Approval

### CE PROVIDER APPLICATION COMPONENTS

<table>
<thead>
<tr>
<th></th>
<th>Florida</th>
<th>Texas (Professional Counselors)</th>
<th>Texas (Marriage &amp; Family Therapists)</th>
<th>Texas (Social Workers)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CE Provider Application Requirements</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>List of courses offered</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Summary of course content</td>
<td>X*</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Number of units issued</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dates courses offered</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Instructor Qualifications</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>All instructors</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sample of certification issued at course completion</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>CE Provider Biennial Renewal</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Renewal Requirements</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>List of courses offered</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Summary of course content</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Number of units issued</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dates courses offered</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Instructor Qualifications</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>All instructors</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sample of certification issued at course completion</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Proof of providing CE course(s) in prior years</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>List of subcontractors</td>
<td></td>
<td></td>
<td>X</td>
<td></td>
</tr>
</tbody>
</table>
## CE Provider Requirements

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Florida</th>
<th>Texas (Professional Counselors)</th>
<th>Texas (Marriage &amp; Family Therapists)</th>
<th>Texas (Social Workers)</th>
</tr>
</thead>
<tbody>
<tr>
<td>List of courses offered</td>
<td></td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Course content requirements</td>
<td></td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Course format requirements</td>
<td></td>
<td></td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Instructor qualification requirements</td>
<td>X**</td>
<td></td>
<td>X***</td>
<td>X</td>
</tr>
<tr>
<td>Board has authority to restrict provider status if does not meet requirements</td>
<td>X</td>
<td></td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Must submit course info if anything changes</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Changes require Board approval</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Provider records may be audited by Board</td>
<td>X</td>
<td></td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Definition of &quot;records&quot;</td>
<td>X</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Records retention requirement</td>
<td>X</td>
<td></td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Limitations on credits/units granted by provider</td>
<td></td>
<td></td>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>

*Provider must only submit a sample CE program with its initial application.

**Instructor qualifications only refer to initial application.

***Instructor qualification requirements listed on CE provider application but not in regulation.
Other States’ Definitions of “Self-Study”

Florida

Florida Administrative Code 64B4-6.002

(5) For the purpose of this rule chapter, distance learning continuing education activities are home study, correspondence, computer interactive, tele-conferences, video cassette, and audio cassette courses. A distance learning continuing education activity offered by a provider approved under this rule chapter must meet the standards for approved courses outlined in this rule chapter and, furthermore, must include a testing mechanism on which a passing score must be attained by the licensee prior to the issuing of credit.

Oregon

Oregon Revised Statutes 833-010-0001

(9) "Distance learning" means coursework, or training that does not involve attending a presentation or program in the presence of the instructor or facilitator and other courses through electronic communication.

(11) “Electronic communication” means communication through use of videoconference, telephone, teleconference, internet, electronic mail, chat-based, or video-based.
Florida Administrative Code Related to CE Providers

64B4-6.002 Approved Courses for Continuing Education.

(1) For purposes of renewing or reactivating a license, credit is approved for the following:

(a) Completion of graduate level courses provided by an institution of higher education fully accredited by a regional accrediting body recognized by the Commission on Recognition of Postsecondary Accreditation or its successor or an institution which is publicly recognized as a member in good standing with the Association of Universities and Colleges of Canada, provided such courses are offered by a graduate program in psychology, counselor education, rehabilitation counseling, guidance or personnel counseling, marriage and family therapy, agency counseling, community mental health counseling or a school or program offering doctoral training in social work.

(b) Completion of graduate level courses in theory of human behavior and practice methods as courses in clinically-oriented services provided by programs of social work accredited by the Council on Social Work Education Commission on Accreditation by the Canadian Association of Schools of Social Work.

(c) Completion of graduate level courses provided by marriage and family therapy training institutions accredited by the Commission on Accreditation of Marriage and Family Therapy Education (COAMFTE).

(d) Programs offered by providers approved by the Board under Rule 64B4-6.004, F.A.C.

1. Credit for hypnosis training will be given only for a program that clearly advertised it met the requirements of Rule 64B4-7.002, F.A.C., and was offered by an approved provider for hypnosis training as determined by Rule 64B4-6.006, F.A.C.

2. Credit for sex therapy training will be given only for a program that clearly advertised it met the requirements of Rule 64B4-7.004, F.A.C., and was offered by an approved provider for sex therapy training as determined by Rule 64B4-6.005, F.A.C.

(e) Continuing education programs offered and approved by the following entities as long as such entities impose requirements similar to or more stringent than those imposed by the Board in subparagraphs 64B4-6.004(2)(a)1.-5., F.A.C.:

1. National Board of Certified Counselors (NBCC);
2. American Association of Sex Educators Counselors and Therapists (AASECT);
3. American Society of Clinical Hypnosis (ASCH);
4. National Association of Social Work (NASW);
5. American Psychological Association (APA);
6. Clinical Social Work Federation (CSWF);
7. Association of Social Work Boards (ASWB);
8. American Board of Professional Psychology (ABPP);
9. American Psychiatric Association;
10. International Association of Marriage and Family Therapy Counselors (AMFC);
11. American Association of State Counseling Boards (AASCB);
12. American Counseling Association (ACA);
13. American Mental Health Counseling Association (AMHCA);
14. American Association for Marriage and Family Therapy (AAMFT); and
15. Association of Marital and Family Therapy Regulatory Boards (AMFTRB).
The Board shall annually review the continuing education program approval criteria of the above-referenced entities.

(2) Presenters/moderators of approved continuing education activities shall receive credit on a one-time basis for programs where they are actually in attendance for the complete program, provided they receive a certificate of attendance in compliance with this rule. A maximum of 10 hours of credit per biennium shall be received for presenting/moderating approved continuing education activities.

(3) Instructors of graduate level courses in the curricula of an institution as described in Section 491.005, F.S., shall receive continuing education credit on a one-time basis at the rate of 5 hours of continuing education credit per semester hour of coursework taught.

(4) Three (3) hours of continuing education credit in risk management may be obtained once per biennium by attending one day of a Board meeting at which disciplinary hearings are conducted by the Board of Clinical Social Work, Marriage and Family Therapy, and Mental Health Counseling, in compliance with the following:

(a) The licensee must sign in with the Executive Director of the Board before the meeting day begins.
(b) The licensee must remain in continuous attendance.
(c) The licensee must sign out with the Executive Director of the Board at the end of the meeting day or at such other earlier time as affirmatively authorized by the Board. The licensee may only receive CE credit for attending the Board meeting for that purpose solely. The licensee may not receive credit for that purpose if they are required or are attending the Board meeting for any other purpose.

(5) For the purpose of this rule chapter, distance learning continuing education activities are home study, correspondence, computer interactive, tele-conferences, video cassette, and audio cassette courses. A distance learning continuing education activity offered by a provider approved under this rule chapter must meet the standards for approved courses outlined in this rule chapter and, furthermore, must include a testing mechanism on which a passing score must be attained by the licensee prior to the issuing of credit.

(6) Continuing education credit will not be received for the following:

(a) The licensee’s regular activities,
(b) Membership, office in, or participation on boards or committees, or at business meetings of professional organizations,
(c) Attendance at professional conventions or meetings, unless session meets the requirements of this rule,
(d) Independent, unstructured or self-structured learning,
(e) Personal psychotherapy or growth experience,
(f) Authorship or editing of books or articles,
(g) Obtaining supervision or consultation unless provided by a structured program meeting the requirements of this rule.

64B4-6.003 Documentation of Continuing Education Credits.

(1) During the license renewal period of each biennium, an application for renewal will be mailed to each licensee at the last address provided to the Board. Failure to receive any notification during this period does not relieve the licensee of the responsibility of meeting the continuing education requirements. The application for renewal shall include a statement in which the licensee shall certify that the required number of approved continuing education credit hours have been successfully completed.

(2) The licensee shall maintain and make available upon request the documentation required by this rule for a period of two years following the renewal period to which the continuing education credits were applied.

(3) The Board will audit a number of randomly selected licensees to assure that the continuing education requirements have been met.

(4) Within 21 days of a request from the Board or Department, the licensee must provide evidence of completion of the continuing education requirements by submission of one or more of the following:

(a) Certificates which meet the requirements of subparagraph 64B4-6.004(2)(f)2., F.A.C., verifying the licensee’s attendance at programs given by providers who had, a valid provider number at the time of attendance, or
(b) Certificates verifying the licensee’s attendance at programs given by providers who meet the requirements of paragraph 64B4-6.002(1)(e), F.A.C., or
(c) A letter from the instructor of a graduate level course in compliance with paragraph 64B4-6.002(1)(a) or (b), F.A.C., verifying the course was completed and listing the number of clock hours of attendance completed by the licensee. Such letter must be written on official stationery of the institution and contain an original signature, or
(d) A transcript verifying credit hours earned in compliance with Rule 64B4-6.002, paragraph (1)(a) or (b), F.A.C.

(5) The Board shall also conduct prelicensure renewal audits of randomly selected licenses. Within 21 days of a request from the Board or Department, the licensee must provide evidence of completion of the continuing education courses that have been completed by the licensee to date in the manner outlined in paragraphs (4)(a)-(d).

Specific Authority 491.004(5), 491.0085 FS. Law Implemented 491.0085 FS. History–New 4-4-89, Formerly 21CC-6.003, 61F4-6.003, Amended 1-7-96, Formerly 59P-6.003, Amended 10-15-02.

64B4-6.004 Approval of Continuing Education Providers.

(1) Continuing education status shall be approved prior to presenting continuing education programs. When a provider number is necessary, any continuing education event(s) sponsored or provided prior to the date a provider number is issued under this rule shall not be granted continuing education credit.

(2) Continuing education provider status shall be granted to continuing education providers who satisfy the following requirements:

(a) Provide the Board with one sample continuing education program containing a detailed agenda specifying content and time frames for instruction which has been designed or approved by the current continuing education director and meets all of the following criteria:
1. Is a graduate level course, seminar, workshop, or institute which is relevant to, and focuses on clinical social work, marriage and family therapy or mental health counseling practice, theory, or method.
2. Has stated learning objectives and is of sufficient duration to present a topic in depth and detail to accomplish these objectives.
3. Is appropriate for the purposes of furthering and maintaining the clinical skills or knowledge of licensed clinical social workers, mental health counselors, or marriage and family therapists.
4. The sample program must identify the number of continuing education hours that will be earned. One continuing education hour is defined as a 60-minute clock hour in which there is no less than 50 minutes of uninterrupted instruction.
5. Is instructed/presented by a person who meets at least one of the following criteria:
   a. Is a faculty member or former faculty member of a graduate program meeting the requirements of paragraph 64B4-6.002(1)(a) or (b), F.A.C.
   b. Has received specialized graduate or post-graduate level training in the subject taught in the program.
   c. Has extensive experience to include no less than 2 years of practical application or research involving the subject taught in the program.

(b) Provide the Board a sample program evaluation form and a sample of the documentation of completion which meets the requirements of subparagraph (2)(f)2. of this rule.

(c) Provide the Board a summary of the organization structure for the administration of continuing education programs that reflects the chain of command within the organization by name and title and the position of the continuing education director within the organization.

(d) Provide the Board with the name, address and daytime telephone number of a person designated by the organization to act as the continuing education director.

(e) Remit the appropriate continuing education provider application fee pursuant to Rule 64B4-4.009, F.A.C. Such fee shall be required for each license biennium during which the provider seeks Board approval.

(f) The current continuing education director must sign and abide by a written agreement to:

1. Ensure that each program to be presented or approved by the provider for continuing education credit for clinical social workers, marriage and family therapists, and mental health counselors satisfies the requirements of this rule.
2. Provide each participant who completes a program with documentation verifying that the program has been completed. The documentation shall contain the participant’s name, provider’s name and number, title of program, date of program, and number of hours of continuing education credits earned. In addition, for hypnosis training the documentation must state it meets the requirements of Rule 64B4-7.002, F.A.C., and, for sex therapy training, the documentation must state it meets the requirements of Rule 64B4-7.004, F.A.C.
3. Notify the Board of changes relative to the maintenance of standards as set forth in these rules.
4. Notify the Board within ten days of any change in continuing education director, mailing address, or telephone number.
5. Ensure that all promotional material for each program intended for clinical social workers, marriage and family therapists and mental health counselors contains in a conspicuous place the complete provider number assigned by the Board, the specific program objectives, and speaker/presenter’s credentials.
6. Comply with all audit requests within 21 days of receipt of such requests from the Board.
7. Ensure that the provider complies with the Americans with Disabilities Act of 1990, 42 USC §§ 12101-12213.

(g) Provide a Statement about what steps would be taken if a course participant submitted a grievance about the course.

(3) Providers shall maintain records of each course offered for three (3) years following each licensure biennium during which the course was offered. Course records shall include a course outline which reflects its educational objectives, the presenter’s name, the presenter’s curriculum vitae, the date and location of the course, participants’ evaluations of the course, the hours of continuing education credit awarded to each participant and a roster of participants by name and license number.

(4) The Board shall deny continuing education provider status to any applicant who submits false, misleading or deceptive information or documentation to the Board.

(5) The Board retains the right and authority to audit and/or monitor programs and review records and course materials given by any provider approved pursuant to this rule.

(6) The Board shall rescind the provider status or reject individual programs given by a provider if the provider disseminated any false or misleading information in connection with the continuing education programs, or if the provider failed to conform to and abide by the written agreement and rules of the Board or if the provider or its faculty member(s) are in violation of any of the provisions of Chapter 456 or 491, F.S.


64B4-6.007 Reapproval of Continuing Education Providers.

(1) Approval of continuing education providership is for the biennium during which approval or reapproval was given. If reapproval is not sought and granted, the continuing education approved provider status automatically ends.

(2) It is the responsibility of the continuing education provider to request biennial reapproval of the provider status by supplying the Board in writing:

(a) Provider name and number,
(b) Current address and telephone number,
(c) Continuing education director’s name,
(d) Reapproval fee pursuant to Rule 64B4-4.009, F.A.C.,
(e) Proof of conducting at least one continuing education program during the previous biennium,

(3) The Board will not reapprove the continuing education provider status of any provider who fails to follow the Board’s rules regarding continuing education providers.

(4) Providers seeking reapproval may continue to offer programs to licensees of the Board for credit until such time as a final order denying reapproval of continuing education provider status is filed with the Department clerk.

Specific Authority 491.004(5), 491.0085 FS. Law Implemented 491.0085(1) FS. History–New 12-22-94, Formerly 59P-6.007.
64B4-6.008 Audit of Continuing Education Providers.

(1) The Board retains the right and authority to audit and/or monitor programs and review records and course materials given by any provider approved pursuant to Rule Chapter 64B4-6, F.A.C.

(2) During each license renewal biennium a random sample of the current continuing education providers will be selected for audit.

(3) Each provider selected for audit is required to respond within 21 days and provide the Board with the original records maintained pursuant to subsection 64B4-6.004(3), F.A.C., for one continuing education program the provider offered during that biennium, that was no less than three (3) and no more than sixteen (16) hours in duration.

(4) The Board shall review the audited materials to ascertain compliance with the standards required by Rule Chapter 64B4-6, F.A.C.

(5) The Board shall notify those providers who are not in compliance with the standards required by Rule Chapter 64B4-6, F.A.C.

(6) Failure of a provider to show evidence to the Board within 30 days of such notification that appropriate action to be in compliance with these standards has been taken, will result in loss of provider status.

(7) Failure of a provider to respond to the audit request by the Board will result in the loss of provider status.

(8) Program presentations audited or monitored by a Board member shall be with or without advance notice.

Specific Authority 491.004(5), 491.0085 FS. Law Implemented 491.0085(1) FS. History–New 10-2-94, Formerly 59P-6.008, Amended 3-24-09.
833-080-0011 Continuing Education

Licensees must complete approved continuing education and report the hours to the Board on even numbered years as a condition of license renewal.

(1) Licensees who receive their initial license less than 12 months before the continuing education reporting date will not be required to report continuing education.

(2) Licensees who receive their initial licenses between 12 and 23 months before the continuing education reporting date must report 20 hours of continuing education.

(3) Licensees who receive their initial licenses 24 or more months before the continuing education reporting date must report 40 hours of continuing education.

(4) A "clock hour" for continuing education means one hour spent in a program meeting the requirements for continuing education. Clock hours exclude refreshment breaks, receptions and other social gatherings, and meals that do not include an approved.

Stats. Implemented: ORS 675.785 - 675.835  
Hist.: BLPCT 1-2010, f. & cert. ef. 1-5-10

833-080-0021 Continuing Education Waiver

(1) Licensees may request a waiver for meeting the continuing education requirements by submitting a written request on forms provided by the Board.

(2) The Board may approve requests for waivers from licensees who cannot attend the required hours of training because of a medical condition. The licensee must include the following information as part of the request.

(a) The rationale for a waiver;  
(b) The nature of the illness or disability;  
(c) The time period the waiver would cover;  
(d) A statement as to how the condition prevents participation in continuing education;  
(e) Signature by the licensee or legal representative; and  
(f) Signed statement from a recognized medical practitioner.

(3) The Board may approve requests for waivers from licensees who do not plan to practice for an extended period of time. The licensee must include the following information as part of the request.

(a) The rationale for a waiver;  
(b) The time period the waiver would cover; and  
(c) Signature by the licensee or legal representative.

(3) The Board will notify the licensee requesting a waiver whether the request is approved.
(4) Following a contractual agreement with the Board that the licensee will not be practicing counseling or marriage and family therapy for an extended period of time because the licensee is retired; on maternity leave; or voluntarily not working; and that the licensee will not resume practice without a Board-approved plan for participating in 20 clock hours of continuing education or clinical supervision.

Stats. Implemented: ORS 675.785 - 675.835  
Hist.: BLPCT 1-2010, f. & cert. ef. 1-5-10

833-080-0031 Continuing Education Content

(1) Continuing education content must focus on increasing knowledge and/or skills in the following areas relevant to the field:

(a) Counseling or marriage and family therapy theory & techniques;  
(b) Human development and family studies;  
(c) Social and cultural foundations in counseling or marriage and family therapy;  
(d) The helping relationship;  
(e) Group dynamics;  
(f) Life style and career development;  
(g) DSM diagnosis assessment;  
(h) Research and evaluation;  
(i) Professional orientation and ethics;  
(j) Professional supervision training;  
(k) Disability and life transitions;  
(l) Substance abuse;  
(m) Psychopharmacology;  
(n) Diagnosis and treatment of mental health disorders.

(2) Six clock hours of continuing education in ethics is required each reporting period.

Stats. Implemented: ORS 675.785 - 675.835  
Hist.: BLPCT 1-2010, f. & cert. ef. 1-5-10

833-080-0041 Methods of Obtaining Hours

(1) Approvable continuing education credits may be obtained in the following ways:

(a) Continuing education activities with no limits on continuing education units:

(A) Attending college or university courses -- 15 clock hours per semester credit and 10 clock hours per quarter credit.

(B) Seminars, workshops, conferences and/or trainings may be “live” or offered through distance learning technology. Distance learning trainings must be offered or approved by a provider acceptable to the Board e.g., NBCC.
(C) Home study from approved providers must be offered or approved by a provider acceptable to the Board e.g., NBCC.

(b) Continuing education activities for which you can obtain a maximum of 20 continuing education units within a two year period:

(A) Publication activities include:

(i) Five credits per article or review in a refereed journal that is directly related to counseling;
(ii) Five credits per chapter in edited books, 20 credits for authorship of an entire book;
(iii) Five credits per 30 minutes of initial video production directly related to counseling;
(iv) Five credits for reviewing a book proposal; and
(v) Five credits for each year of service on an editorial board of a professional counseling journal.

(B) Professional presentations. Credit is given for the initial research and development of a professional presentation. The number of credits given is twice the number of hours spent making the presentation;

(C) Leadership in the profession -- 10 credits a year for the following:

(i) Serving as an officer of a state or national counseling organization;
(ii) Serving as a member of a state counseling/therapy licensing board or national certification board; or
(iii) Chairing a national counseling conference or convention.

(2) Receiving supervision. One credit/one clock hour for supervision received from a supervisor who meets the Board’s standards on supervision, for a maximum of 10 continuing education activities within a two year period.

(3) An approvable continuing education program is one designed and offered by an agency or institution that is recognized as an approved provider of continuing education units e.g., NBCC-approved programs include:

(a) Academic courses offered in accredited degree counseling or marriage and family therapy programs;

(b) Presentations sponsored by counseling related departments of accredited educational institutions; national, regional, state, or local professional organizations or associations; public or private human services agencies or organizations; or individuals that meet all of the following approved provider guidelines:

(A) Program is presented by competent individuals as documented by appropriate academic training, professional licensure or certification, or professionally recognized experience. Presenters should have an identifiable involvement with human services;
(B) Program meets the professional needs of the licensee’s intended clientele;
(C) Program has a minimum duration of one clock hour;
(D) Except for non-classroom distance learning, program is offered in a place which is accessible to persons with disabilities;
(E) Distance learning program includes mechanism for evaluation, measurement, or confirmation of exchange of information; and
(F) Programs approved by organizations such as: National Association of Social Workers, National Board for Certified Counselors, Oregon Psychological Association, Commission on Rehabilitation Counselor Certification, Art Therapy Credentials Board, American Art Therapy Association, American Association for Marriage and Family Therapy, Commission of Rehabilitation Counselor Certification, and American Counseling Association.

(c) Content of programs are consistent with OAR 833-080-0031.

Stats. Implemented: ORS 675.785 - 675.835
Hist.: BLPCT 1-2010, f. & cert. ef. 1-5-10

833-080-0051 Documentation and Submission of Continuing Education

(1) Licensees must certify to the Board, at the time of annual renewal on even-numbered years, that the continuing education requirements were met by providing a summary list of continuing education activities/courses as described in OAR 833-080-0041.

(2) Licensees must maintain documentation as proof that the licensee has satisfied the continuing professional education requirements and, if requested by the Board, will make them available for inspection. Documentation must include proof of actual attendance, participation, certification, or completion as well as content, duration, and if relevant, provider such as:

(a) Academic transcripts;
(b) Dated certificates (originals or copies) of completion of training;
(c) Program/activity descriptions, including (but not limited to) written verification of professional services, copies of published works or other proof of publication, letter from president/director of organization in which professional activity was conducted; and
(d) Signed statement of professional supervision by the individual providing the supervision.

Stats. Implemented: ORS 675.785 - 675.835
Hist.: BLPCT 1-2010, f. & cert. ef. 1-5-10

833-080-0061 Continuing Education Audit and Penalties

(1) The Board will conduct an audit of the records of randomly selected licensees to verify actual participation, completion, and compliance with standards for content and providers of approved continuing professional education. Failure to maintain or document actual completion of continuing professional education activities claimed, failure to make such records available to the Board for inspection, or falsification of reports may result in disciplinary action by the Board.

(2) Licensees participating in the continuing education audit that are unable to satisfactorily document that they completed training meeting the standards set forth in OAR 833-080-0041 will be assessed a civil penalty as follows:

(a) Persons successfully documenting 31-39 hours -- $250;
(b) Persons successfully documenting 21-30 hours -- $500;
(c) Persons successfully documenting 11-20 hours -- $750;
(d) Persons successfully documenting 10 or fewer hours -- $1,000.
(3) The civil penalty may not be paid in lieu of training.

(4) Failure to document required hours, or certifying programs or supervision not meeting approval requirements will result in non-renewal or, in the case of discovery after renewal, possible suspension of license.

Stats. Implemented: ORS 675.785 - 675.835
Hist.: BLPCT 1-2010, f. & cert. ef. 1-5-10
Blank Page
ARTICLE 8. LICENSE RENEWAL AND CONTINUING EDUCATION

R4-6-801. Renewal of Licensure

A. A licensee holding an active license to practice behavioral health in this state shall complete 30 clock hours of continuing education as prescribed under R4-6-802 and R4-6-804 between the date the Board receives the licensee’s last renewal application and the next license expiration date. A licensee may not carry excess hours over to another renewal cycle. One hour of credit is allowed for each clock hour of participation in continuing education activities.

B. To renew licensure, a licensee shall submit the following to the agency:
1. A completed renewal application form that includes a list of 30 hours of continuing education activities signed by the licensee and attesting that all information submitted in support of the renewal application is true and correct;
2. A certified check, cashier’s check, or money order for the renewal fee; and
3. Other documents requested by the credentialing committee to determine the licensee’s continued eligibility.

C. A license shall expire unless the licensee submits to the agency the items listed in subsection (B) on or before the license expiration date.

D. The Board shall mail to each licensee a license renewal application. Failure to receive the license renewal application shall not relieve the licensee of the requirements of subsection (A).

E. The Board may audit a licensee to verify compliance with the continuing education requirements under subsection (A). Documentation verifying compliance shall be retained as prescribed under R4-6-803.

F. A licensee whose license expires may renew licensure by submitting a complete renewal application, other documents requested by the credentialing committee, and a late fee within 90 days of the license expiration date. A license that is renewed under this subsection shall be considered effective on the first of the month following the expiration date with no lapse in licensure.

Historical Note
New Section made by exempt rulemaking at 10 A.A.R. 2700, effective July 1, 2004 (Supp. 04-2). Amended by exempt rulemaking at 11 A.A.R. 2713, effective June 27, 2005 (Supp. 05-2). Amended by final rulemaking at 14 A.A.R. 4516, effective December 2, 2008 (Supp. 08-4).

R4-6-802. Continuing Education

A. A licensee who maintains more than one license may apply the same continuing education hours for each license renewal if the content of the continuing education relates to the scope of practice of each specific license.

B. For each renewal period, a licensee may report a maximum of 10 clock hours of continuing education from first-time presentations by the licensee that deal with current developments,
skills, procedures, or treatments related to the practice of behavioral health. The licensee may claim one clock hour for each hour spent preparing, writing, and presenting information.

C. For each renewal period, a licensee other than a Board or credentialing committee member may report a maximum of six clock hours of continuing education for attendance at a Board or credentialing committee meeting where the licensee does not address the Board or credentialing committee with regard to any matter on the agenda.

D. For each renewal period, a licensee may report a maximum of 10 clock hours of continuing education for service as a Board or credentialing committee member.

E. Continuing education activities shall relate to the scope of practice of the specific license held. The credentialing committee shall determine whether continuing education submitted by a licensee is appropriate for the purpose of maintaining or improving the skills and competency of a licensee. Appropriate continuing education activities include:
   1. Activities sponsored or approved by national, regional, or state professional associations or organizations in the specialties of marriage and family therapy, professional counseling, social work, substance abuse counseling, or in the allied professions of psychiatry, psychiatric nursing, psychology, or pastoral counseling;
   2. Programs in the behavioral health field sponsored or approved by a regionally accredited college or university;
   3. In-service training, courses, or workshops in the behavioral health field sponsored by federal, state, or local social service agencies, public school systems, or licensed health facilities or hospitals;
   4. Graduate-level or undergraduate coursework in the behavioral health field offered by regionally accredited colleges or universities. One semester-credit hour is equivalent to 15 clock hours of continuing education and one quarter-credit hour is equivalent to 10 clock hours of continuing education. Audited courses shall have hours in attendance documented;
   5. A licensee’s first-time presentation of an academic course, in-service training workshop, or seminar, as prescribed in subsection (B);
   6. Publishing a paper, report or book that deals with current developments, skills, procedures, or treatments related to the practice of behavioral health. The licensee may claim one clock hour for each hour spent preparing and writing materials. Publications can only be claimed after the date of actual publication;
   7. Attendance at a Board or credentialing committee meeting, as prescribed in subsection (C), where the licensee does not address the Board or credentialing committee with regard to any matter on the agenda;
   8. Service as a Board or credentialing committee member, as prescribed in subsection (D); and
   9. Programs in the behavioral health field sponsored by a state superior court, adult probation department, or juvenile probation department.

Historical Note
New Section made by exempt rulemaking at 10 A.A.R. 2700, effective July 1, 2004 (Supp. 04-2). Amended by exempt rulemaking at 11 A.A.R. 2713, effective June 27, 2005 (Supp. 05-2).
R4-6-803. Continuing Education Documentation

A. A licensee shall maintain documentation of continuing education activities for 48 months following the date of the license renewal.

B. The licensee shall retain the following documentation as evidence of participation in continuing education activities:
   1. For conferences, seminars, workshops, and in-service training presentations, a signed certificate of attendance or a statement from the provider verifying the licensee’s participation in the activity, including the title of the program, name, address, and phone number of the sponsoring organization, names of presenters, date of the program, and clock hours involved;
   2. For first-time presentations by a licensee, the title of the program, name, address, and telephone number of the sponsoring organization, date of the program, syllabus, and clock hours required to prepare and make the presentation;
   3. For a graduate or undergraduate course, an official transcript;
   4. For an audited graduate or undergraduate course, an official transcript; and
   5. For attendance at a Board or credentialing committee member, a signed certificate of attendance prepared by the Agency.

Historical Note
New Section made by exempt rulemaking at 10 A.A.R. 2700, effective July 1, 2004 (Supp. 04-2).

R4-6-804. Licensure and Activity Specific Continuing Education Requirements

A. To be eligible to renew a license, a licensee shall complete a minimum of three clock hours of continuing education in behavioral health ethics or mental health law and a minimum of three clock hours of continuing education in cultural competency and diversity during the two years before the license renewal date.

B. To be eligible to renew a license, a substance abuse technician, associate substance abuse counselor and an independent substance abuse counselor shall complete a minimum of 20 clock hours of continuing education in any combination of the following categories during the two years before the license renewal date:
   1. Pharmacology and psychopharmacology,
   2. Addiction processes,
   3. Models of substance abuse treatment,
   4. Relapse prevention,
   5. Interdisciplinary approaches and teams in substance abuse treatment,
   6. Substance abuse assessment and diagnostic criteria,
   7. Appropriate use of substance abuse treatment modalities,
   8. Recognizing needs of diverse populations,
   9. Substance abuse treatment and prevention,
   10. Clinical application of current substance abuse research, or

C. Clinical supervision of a supervisee for licensure as a marriage and family therapist, professional counselor, clinical social worker, or independent substance abuse counselor.
Beginning on July 1, 2006, a licensee acting as a clinical supervisor shall complete continuing education as follows:

1. Between July 1, 2004, and the individual’s first license expiration date following July 1, 2006, at least 12 clock hours shall be taken in the following categories:
   a. The role and responsibility of a clinical supervisor;
   b. The skill sets necessary to provide oversight and guidance to a supervisee who diagnoses, creates treatment plans, and treats clients;
   c. The concepts of supervision methods and techniques; and
   d. Evaluation of a supervisee’s ability to plan and implement clinical assessment and treatment processes; and

2. A licensee who seeks to continue providing clinical supervision after completion of the requirements under subsection (C)(1) shall complete at least six clock hours of continuing education as provided in subsection (C)(1)(a) through (d) between the date the Board receives the licensee’s last renewal application and the next license expiration date.

D. Clinical supervision training required pursuant to subsection (C) shall be waived if the clinical supervisor holds any of the following certifications or designations if the certification or designation is current as of the clinical supervisor’s license renewal date:

1. NBCC/CCE Approved Clinical Supervisor certification.
2. ICRC Clinical Supervisor certification.
3. American Association of Marriage and Family Therapists Clinical Member with Approved Supervisor designation.

E. Continuing education clock hours completed pursuant to this Section may be submitted to meet the general continuing education requirements described in R4-6-801(A).

F. The agency shall begin enforcement of this Section on July 1, 2006.
Texas Administrative Code Related to CE Providers

Professional Counselors

Section 681.142

(a) Acceptable continuing education may include:

(1) teaching or consultation in graduate level programs which are designed to increase professional knowledge related to the practice of professional counseling provided that such teaching and consultation is not part of, or required as a part of, one's employment;

(2) completion of graduate academic courses in areas supporting development of skill and competence in professional counseling at an accredited institution;

(3) participation in case supervision, management, or consultation provided that it is not required as a part of a licensee's employment; is conducted according to stated training or didactic goals such as expertise in specific techniques including supervision techniques or certification in specialty areas of counseling; is conducted by an appropriately state-licensed, state-certified, or state-registered mental health professional who meets board requirements for supervisors, demonstrates training and expertise in the specific area for which supervision is provided, and has received prior approval by the board for the program; and does not exceed six months in length;

(4) participation or teaching in programs directly related to counseling (e.g., institutes, seminars, workshops, or conferences) which are approved or offered by an accredited college or university, a nationally recognized professional organization in the mental health field or its state or local equivalent organization, or a state or federal governmental agency;

(5) completion of an independent study program directly related to counseling and approved or offered by a nationally recognized professional organization in the mental health field or its state equivalent, approved or offered by an accredited college or university, or approved or offered by a board approved continuing education provider; and/or

(6) participation in programs directly related to counseling offered by persons approved by the board as continuing education providers.

(b) Continuing education must fall within these approved content areas:

(1) normal human growth;

(2) abnormal human behavior;

(3) appraisal or assessment techniques;

(4) counseling theories;

(5) counseling methods or techniques;
(A) counseling individuals; and
(B) groups;

(6) research;

(7) life style and career development;

(8) social, cultural, and family issues;

(9) professional orientation and counselor ethics; and/or

(10) other areas directly supporting the continued development of the profession of counseling skills.

Section 681.144

(a) Continuing education providers may apply for approval to provide continuing education on
forms provided by the board. Applicants shall submit a continuing education provider application
form, accompanied by a $50 processing fee.

(b) Providers shall renew the approval status annually by submission of a renewal application
form, accompanied by a $50 processing fee.

(c) Provider applications will be approved based on a review of the application and a
determination of the applicant's ability to comply with board rules.

(d) Board approvals are effective for twelve months.

(e) Approved providers of continuing education must comply with board requirements as set out
in §681.142 of this title (relating to Types of Acceptable Continuing Education) and §681.145 of
this title (relating to Determination of Clock-hour Credits).

(f) Approved providers of continuing education must maintain records of all continuing education
activities for a period of five years including names of all presenters, complete course
descriptions and objectives, teaching methods, employee attendance sheets for each course,
sample certificates of attendance, and evaluation documents from each participant for the
specific experience. The provider shall provide each participant with written documentation of
attendance, which includes the participant's name, the number of approved continuing
education hours, the title and date(s) of the program, the provider number, and the signature of
the provider.

(g) Failure to comply with record keeping requirements or failure to comply with requirements of
instructor or course qualifications may result in termination of status or denial of renewal status.

(h) Providers are subject to audit of all continuing education records. Upon receipt of written
notice of audit, the provider will submit all requested records of continuing education to the
board within ten working days. Failure to provide documentation as requested or submission of
fraudulent documents will result in termination of approval status.
Upon receipt and audit of documents submitted by the provider, the board will notify the provider of the results of the audit. The board may inform the provider of any corrective action needed, may terminate current approval, or may deny future applications based on a finding of non-compliance with this subchapter.

Section 681.145

(a) Parts of programs which meet the criteria of §681.142 of this title (relating to Types of Acceptable Continuing Education) shall be credited on a one-for-one basis with one clock-hour of credit for each clock-hour spent in the continuing education activity.

(b) Teaching in programs which meet the board's criteria as set out in §681.142 of this title shall be credited on the basis of one clock-hour of credit for one clock-hour taught plus two clock-hours credit for preparation for each hour actually taught. No more than 9 hours of the 24 clock-hour continuing education requirement can be credited under this option. Credit may be granted for the same presentation only once during a two year period.

(c) Completion of academic work at an institution which meets the accreditation standards acceptable to the board and the criteria set out in §681.142 of this title shall be credited on the basis of 15 clock-hours of credit for each semester hour or 10 clock-hours of credit for each quarter hour completed and for which a passing grade was received.

(d) No more than four clock-hours of the 24 clock-hours continuing education requirement may be obtained through case supervision, management, and consultation programs set out in §681.142 of this title.

Section 681.146

(a) The board will monitor a licensee's compliance with continuing education requirements by the use of random audit. Licensees will be notified in writing if they have been selected for a continuing education audit. Individual supporting documents of participation in continuing education activities are not to be submitted to the board unless a written Notice of Audit is received informing the licensee that he or she has been randomly selected for a document audit. Upon receipt of a Notice of Audit the licensee will be required to submit all appropriate documentation to substantiate compliance with the board's continuing education requirements within 15 working days of receipt of notice.

(b) The licensee is responsible for maintaining continuing education records for a period of two years.

(c) An audit shall be automatic for a licensee who was determined to be non-compliant during the immediately preceding audit.

(d) Appropriate continuing education supporting documentation include:

   (1) program attended, certificate of attendance;

   (2) teaching or consultation in approved programs, a letter on the sponsoring agency's letterhead giving name of program, location, dates, and subjects taught and giving total clock-hours of teaching or consultation;
(3) completion of academic work from accredited schools, evidence of course credit;

(4) official auditing of a graduate level course at a regionally accredited academic institution, a letter from the academic institution or professor which includes the actual number of clock-hours attended.

(e) Failure to meet the continuing education requirement, provide documentation as requested by the board, or providing fraudulent documentation is a violation of board rules and may result in disciplinary action.
Texas Administrative Code Related to CE Providers

Marriage and Family Therapists

Section 801.264

Continuing education undertaken by a licensee shall be acceptable to the board as credit hours if it is offered by an approved sponsor(s) in the following categories:

(1) participation in state and national conferences such as the American Association for Marriage and Family Therapists (AAMFT) and Texas Association for Marriage and Family Therapy (TAMFT).

(2) participation in local seminars relevant to marriage and family therapy;

(3) completing a graduate or institute course in the field of marriage and family therapy;

(4) presenting workshops, seminars, or lectures relevant to marriage and family therapy (the same seminar may not be used more than once biennially);

(5) completing correspondence courses, satellite or distance learning courses, and/or audio-video courses relative to marriage and family therapy (no more than 6 hours per year); and

(6) completing the jurisprudence examination may count for one hour of the ethics requirement described in §801.263 of this title (relating to Requirements for Continuing Education).

Section 801.265

The board is not responsible for approving individual continuing education programs. The board will approve an institute, agency, organization, association, or individual as a continuing education sponsor of continuing education units. The board will grant approval to organizations that pay the continuing education sponsor fee, which shall permit the organizations to approve continuing education units for their marriage and family therapy courses, seminars, and conferences. These organizations do not need prior permission from the board but must submit an annual list of their seminars, workshops, and courses with the presenter's name to the board. Any university, professional organization, or individual who meets the required criteria may advertise as approved sponsors of continuing education for licensed marriage and family therapists.

(1) Sponsors shall verify attendance of participants and provide participants with a letter or certificate of attendance.

(2) Sponsors shall maintain all continuing education records and documentation for at least three years.

(3) Sponsors shall provide participants a mechanism for evaluation of each continuing education activity.
(4) Sponsors shall pay a continuing education sponsor fee which will be effective for one year from the last day of the approval issue month.

(5) The board may evaluate approved sponsors or applicants on a regular or random basis to ensure compliance with the requirements of this subchapter.

(6) Complaints regarding continuing education programs offerings may be submitted in writing to the executive director.

(7) The board may rescind the approval status of a continuing education sponsor at any time for failure to comply with this subchapter.

(8) The board may randomly audit continuing education providers for compliance with this subchapter.

(9) A sponsor whose approval is rescinded by the board may reapply for approval the 91st day following the board action. The sponsor shall be required to submit a plan of correction regarding the non-compliance that was previously identified. The sponsor's application shall be reviewed by the Complaints Committee.

(10) Continuing education hours received from a sponsor not approved by the board or whose approval has been rescinded shall not be acceptable to fulfill the continuing education requirements of this subchapter, even if the sponsor is approved by another licensing or approval entity.

(11) Continuing education hours received from a sponsor who failed to renew the sponsor's approval status rescinded shall not be acceptable to fulfill the continuing education requirements of this subchapter, even if the sponsor is approved by another licensing or approval entity.

(12) Fees paid by a sponsor who has been denied or whose approval has been rescinded are not refundable.

Section 801.266

Each continuing education experience submitted by a licensee will be evaluated on the basis of the following criteria.

(1) Attendance at programs shall be in accordance with §801.264 of this title (relating to Types of Acceptable Continuing Education).

(2) Completion of academic work shall be in accordance with §801.264 of this title. Official graduate transcripts from an accredited school showing completion of graduate hours in appropriate areas for which the licensee received at least a grade of "B" or "pass" is required.

(3) Credit may be earned for clinical supervision of marriage and family therapy interns and associates. Supervision may count for no more than one-half of the biennial continuing education requirement.
(4) A presenter of a continuing education activity may earn 1.5 hours for each approved hour of continuing education presented, not to exceed one-half of the biennial continuing education requirement.

(5) An author of a book or peer reviewed article which enhances a marriage and family licensee’s knowledge or skill may be granted continuing education credit not to exceed one-half of the biennial continuing education requirement.

Section 801.268

(a) Completion of approved continuing education of no less than 30 hours must be reported by the licensee at the time of renewal.

(b) The board shall conduct random audits of compliance with the continuing education requirements by licensees. A licensee selected for audit shall submit continuing education documentation upon request. Individual continuing education certificates of attendance shall not be submitted unless the licensee is requested to do so by the board.

(c) Continuing education from organizations which are not approved sponsors may be accepted if relevance to marriage and family therapy can be documented.
Blank Page
Texas Administrative Code Related to CE Providers

Social Workers

Section 781.509

The board accepts continuing education in which the licensee learns by:

(1) participating in institutes, seminars, workshops, conferences, independent study programs, post graduate training programs, college academic or continuing education courses which relate to or enhance the practice of social work and are offered by a board-approved provider;

(2) teaching or presenting the activities described in paragraph (1) of this section;

(3) writing a published work or presenting work applicable to the profession of social work;

(4) serving as a field instructor for social work interns attending a college or university accredited by or in candidacy status with CSWE;

(5) providing supervision to a social worker participating in the program in accordance with §781.413 of this title (relating to the Alternative Method of Examining Competency (AMEC) Program); or

(6) completing the board's jurisprudence training course no more than once per renewal period, unless the board directs otherwise.

Section 781.511

(a) A provider must be approved under this section to offer continuing education programs.

(b) A person seeking approval as a continuing education provider shall apply using board forms and include the continuing education provider application fee. Governmental agencies shall be exempt from paying this fee.

(c) Entities that receive automatic status as approved providers without applying or paying fees include accredited colleges and universities; a national or statewide association, board or organization representing members of the social work profession; nationally accredited health or mental health facilities; or a person or agency approved by any state or national organization in a related field such as medicine, law, psychiatry, psychology, sociology, marriage and family therapy, professional counseling, and similar fields of human service practice.

(d) The applicant shall certify on the application that all programs that the provider offers for board-approved credit hours will comply with the criteria in this section; and the provider will be responsible for verifying attendance at each program and provide an attendance certificate as set forth in subsection (k) of this section.
(e) A program the provider offers for board-approved credit hours shall advance, extend, and enhance the licensees' professional social work skills and knowledge; be developed and presented by persons who are appropriately knowledgeable in the program's subject matter and training techniques; specify the course objectives, course content, teaching methods, and number of credit hours; specify the number of credit hours in ethics and values separately and as part of the total hours credited.

(f) The provider must document each program's compliance with this section, maintaining that documentation for three years.

(g) Department staff shall review the continuing education provider application and notify the applicant of any deficiencies or grant approval, assigning the continuing education provider approval number which shall be noted on all certificates.

(h) Each continuing education program shall provide participants an evaluation instrument which may be completed on-site or returned via the web or by mail. The provider and the instructor shall review the evaluation outcomes and consider those outcomes in revising subsequent programs, keeping all evaluations for three years and allowing the board to review the evaluations on request.

(i) The provider will supply a list of subcontractors as part of the renewal process or upon request.

(j) To maintain continuing education provider approval, each provider shall annually apply to renew provider status and pay applicable fees.

(k) It is the provider's responsibility to provide each program participant with a legible certificate of attendance after the program ends. The certificate shall include the provider's name, approval number, and expiration date of the provider's approved status; the participant's name; the program title, date, and place; the credit hours earned, including the ethics hours credited; the provider's signature or that of the provider's representative; and the board contact information.

(l) The provider is responsible for assuring that the licensee receives credit only for time actually spent in the program.

(m) If the provider fails to comply with these requirements, the board, after notice to the provider and due process hearing, may revoke the provider's approval status.

(n) The board may evaluate any provider or applicant at any time to ensure compliance with requirements of this section.

(o) Complaints regarding continuing education programs offered by approved providers may be submitted in writing to the executive director.

(p) A program offered by a provider for credit hours in ethics shall meet the minimum course requirements for an ethics course approved by the board.
Section 781.512

(a) Department staff shall audit approved continuing education providers regularly, reporting audit results to the board. During the audit, staff shall request the provider's documentation regarding compliance with §781.511 of this title (relating to Requirements for Continuing Education Providers).

(b) Department staff shall notify a continuing education provider of the results of an audit. A continuing education provider who does not comply with these regulations shall implement a correction plan to address deficiencies, and will submit documentation of these corrective measures to the board within 30 days of the board's notice that corrective actions are necessary.

(c) The board shall review and may rescind the approval status of continuing education providers.

(d) If the board receives written complaints about continuing education offered by approved providers, the department may audit the provider and refer the matter to the board for appropriate action.

(e) A provider whose approval status has been rescinded may reapply for approval on or after the 91st day following the board action. The provider must document that corrective action has been taken and that the provider's programs will be presented in compliance with §781.511 of this title. The board shall review the reapplication.

(f) A licensee may not count hours to renew the license if those continuing education hours were received from a provider has failed to meet renewal requirements, or whose approval has been denied or rescinded by the board but is accepted by another approval entity.

(g) Fees paid by a provider whose approval has been rescinded or denied are non-refundable.

Section 781.513

(a) A licensee may request in writing that the board approve continuing education hours provided by a non-approved provider. The licensee shall submit documentation as specified in §781.511(e) of this title (relating to Requirements for Continuing Education Providers) for the board to review and a fee equal to the continuing education provider application fee.

(b) The executive director will review the documentation and notify the licensee in writing whether the program(s) are acceptable as credit hours. This decision may be appealed to the board.

Section 781.514

The board will grant the following credit hours toward the continuing education requirements for license renewal.
(1) One credit hour will be given for each hour of participation in a continuing education program by an approved provider.

(2) Credit may be earned, post-licensure, through successfully completing postgraduate training programs (e.g., intern, residency, or fellowship programs) or successfully completing social work courses in a graduate school of social work at a rate of five credit hours per each semester hour or its equivalent not to exceed 10 hours per renewal period. A licensee may complete the ethics requirement in §781.508(a) of this title (relating to Hour Requirements for Continuing Education) only through a course specifically designated as an ethics course.

(3) Credit may be earned for teaching social work courses in an accredited college or university. Credit will be applied at the rate of five credit hours for every course taught, not to exceed 15 hours per renewal period. A licensee may complete the ethics requirement in §781.508(a) of this title only through teaching a course specifically designated as an ethics course.

(4) A field instructor for a social work intern will be granted five credit hours for each college semester completed, not to exceed 20 credit hours per renewal period.

(5) A presenter of a continuing education program or an author of a published work, which imparts social work knowledge and skills, may be granted five credit hours for each original or substantially revised presentation or publication, not to exceed 20 credit hours per renewal period.

(6) Credit hours may be earned by successful completion of an independent study program directly related to social work offered or approved by an approved provider. With the exception of persons residing outside the United States, a maximum of 20 credit hours for independent study programs will be accepted per renewal period.

(7) A licensee may carry over to the next renewal period up to 10 credit hours earned in excess of the continuing education renewal requirements. Continuing education earned during the licensee's birth month may be used for the current renewal or for the following year.

(8) Completing the jurisprudence examination shall count as three hours of the continuing education requirement in ethics and social work values, as referenced in §781.508(b) of this title.

Section 781.515

(a) Licensees must verify their credit hours on the board's license renewal form. Failing to submit the form with completed continuing education hours is grounds to deny the application for license renewal.

(b) Licensees must maintain documentation of their continuing education for three years.

(c) The board will review a random sample of applications for quality control. A licensee selected for review will be notified by mail and required to submit acceptable documentation of the continuing education listed on the continuing education report form. Documentation must specify the subject, date(s), credit hours, name of sponsor, board-issued sponsor approval
number or other identifying sponsor information (if applicable) and board contact information. The licensee shall include such items as copies of attendance certificates or other attendance verification from the provider; grade reports or transcripts verifying that a college course is completed; letters from deans, directors, department chairs, or their representatives verifying a field instructor assignment; letters from program sponsors verifying the licensee presented continuing education; or copies of continuing education programs or other documentation verifying that the continuing education was relevant to social work when the program does not have an assigned provider number.
Blank Page
2012
Continuing Education Provider Review Committee
Meetings

All meetings will be held at DCA 1625 N. Market Blvd., El Dorado Room.

April 18, 2012
May 31, 2012
July 19, 2012
September 2012 (TBD)