

Continuing Education

Hours Required

Thirty-six hours of continuing education (CE) are required for each two-year renewal period (Business and Professions Code sections (BPC) 4989.34; California Code of Regulations section (CCR 1887.3); however:

- ▶ Licensees renewing between January 1, 2012 through December 31, 2012 need to complete at least 18 hours of CE prior to license renewal. On and after January 1, 2013, licensees must complete at least 36 hours of CE prior to each license renewal.
- ▶ Initial licensees are required to complete only 18 hours of CE for their first license renewal. Your license is termed an “initial license” when it has been issued to you for the first time and you have not yet renewed it.
- ▶ Individuals who have been placed on inactive status, or who were granted an exception by the board, are not required to complete CE for license renewal.

The board will grant exceptions if, during your previous renewal period:

- ☞ you held an inactive or retired license;
- ☞ you resided in another country for at least one year; or
- ☞ you were absent from California due to military service for at least one year.

The Board may grant a reasonable accommodation if, for at least one year during your previous license renewal period, you or an immediate family member, including a domestic partner, for whom you are the primary caregiver, had a verified physical or mental disability or medical condition.

For information on obtaining an exception or a reasonable accommodation, please access our website (www.bbs.ca.gov) or contact the board office at (916) 574-7830.

Inactive license

A licensee may request that his or her license be placed on inactive status by making a written request

to the board or by checking the inactive box on the renewal application (BPC section 4989.44).

Retired License

A licensee may request that his or her license be placed on retired status by submitting an application and the required fee to the board (BPC section 4989.45).

Reactivation of inactive license

To reactivate an inactive license, you must complete the required 36 CE hours and submit the additional fees and a statement certifying the completion of CE to the board. If your license is set to expire less than one year from the date you submit your request, then you must complete 18 CE hours to reactivate your license.

Courses may be credited to only one renewal period, and cannot be counted twice.

Reactivation of retired license

To reactivate a retired license, you must complete the following continuing education:

- ▶ If your retired license was issued less than one year from the date you submit your reactivation request, you must complete 18 CE hours.
- ▶ If your retired license was issued one or more years from the date you submit your reactivation request, you must complete 36 CE hours.

Mandatory Courses

▶ Law & Ethics (Each renewal period)

All licensees are required to complete at least six hours of CE in the area of Law and Ethics **as a condition of each renewal**. The six hours shall be considered part of the 36 hour CE requirement (CCR section 1887.3).

▶ Child Abuse Assessment (One-time only)

All LEP licensees renewing on or after January 1, 2012 must complete, prior to renewal, at least seven classroom hours of coursework or training in child abuse assessment and reporting (CCR section 1807.2)

▶ Alcoholism and Other Chemical Substance Dependency (One-time only)

All LEP licensees renewing on or after January 1, 2012 must receive at least 15 hours of instruction and training in alcoholism and other chemical substance dependency (CCR section 1810).

▶ **For the child abuse assessment and the alcoholism and other chemical substance dependency coursework requirements, you do not need to take the coursework if you have equivalent teaching or practice experience. However, this equivalent experience can not be credited as hours toward the continuing education requirements. If you are audited, you will need to provide certificates, transcripts, or a certification from your employer of your experience in the area of the requirement. The law and ethics course must be taken each renewal period regardless of previous experience.**

Hours of coursework taken to fulfill the mandatory coursework requirements may count toward continuing education hours if the coursework is taken from an acceptable continuing education provider.

Providers

CE must be taken from **acceptable providers**. A provider that is board-approved must advertise its provider approval number (**PCE #####**). Accredited and approved universities are also acceptable providers of continuing education and are not required to have an approval number.

A list of approved providers is available on the Board's Web site (www.bbs.ca.gov) in the Forms & Publications section and a list of accredited and approved schools is available in the Applicant/Registrant section. Contact the approved providers or accredited or approved universities directly for course information.

Courses taken from an unacceptable provider will not count towards your CE compliance (BPC section 4989.34; CCR sections 1887, 1887.6).

Course Content

The board does not approve specific CE courses. To ensure that a particular course will count toward fulfilling your CE requirements, it is important to:

- ▶ **Make sure the provider has a valid PCE number.**
A valid PCE number confirms that a provider is approved to offer courses for LEPs. A list of providers with a valid PCE number that includes the provider's location is available on the board's Web site. A list of accredited and approved schools is also available on the Web site.
- ▶ **Keep copies of your certificates.**
The board does not manage or track CE courses for licensees. Providers do not submit certificates to the board on behalf of licensees. If a certificate has been misplaced, contact the CE provider for a replacement copy.

A licensee cannot apply for, or petition to have, a CE course approved. Providers must apply and be approved BEFORE any course will count toward the LEP CE requirement.

The board does not have any information about individual courses offered by providers. Because the board does not approve specific CE courses, we cannot process requests from licensees for approval of a particular CE course. Providers are required to ensure that the content of a course is relevant to the practice of educational psychology. Self-improvement courses and courses designed for non-practitioners do not count.

Licensees may obtain all of their hours of required continuing education through interactive, electronic means. This includes online, teleconferencing and videotape viewing (CCR section 1887).

Self-study courses

A self-study course is coursework you do at your residence, office, or other private location. It can include audiotapes and booklets. As with any other CE courses, self-study courses must be obtained from board-approved providers or accredited or approved universities. One half of the required CE hours can be earned through self-study (CCR sections 1887, 1887.2, and 1887.3).

License Renewal

The board will send you a courtesy renewal notice approximately 100 days before your license expires. It is your responsibility to renew your license in a timely manner, whether or not you receive the courtesy renewal notice.

To renew your license, submit the appropriate fee, mark either box A for active or box B for inactive status, read the conviction statement, mark the appropriate box and sign the statement under penalty of perjury. Please note that the correct fee, continuing education, conviction information, and signature are all a part of the renewal process. If any portion of the required information is incomplete or postmarked after the expiration date of the license, your license will expire and a delinquency fee will be required to complete the renewal process.

It takes approximately eight to ten weeks to process license renewals.

You must have your CE completed BEFORE you submit your renewal fee and application.

Any individual who practices in a licensed capacity with an inactive or expired license is subject to criminal, administrative and /or disciplinary action.

Record Keeping

You need to keep proof of your completed coursework (certificates, transcripts, etc.) for at least two years after the license renewal for which you took the course. **Do not** submit your course certificates with your renewal application (BPC section 4989.34).

Miscellaneous Information

Hours per course

1 hour of instruction = 1 CE hour
1 semester unit = 15 CE hours
1 quarter unit = 10 CE hours

Double Counting Hours

If you have both an LEP and an LMFT, LCSW, or LPCC license, you may apply CE hours to both licenses if the course meets the CE guidelines and the subject matter relates to both scopes of practice.

Hours earned for other professional licenses may be applied to your LEP license if the provider is approved by the board and the subject matter relates to the LEP scope of practice.

Audits

The board conducts audits of licensee's continuing education. If you are audited, you will be notified in

writing to submit copies of your CE certificates or course documentation as proof of compliance with the board's Licensing Laws and Regulations.

If you are audited, a prompt response is necessary. Failure to comply with the board's audit may result in disciplinary action against your license.

Teaching

If the course meets all other CE guidelines, you may claim CE credit for teaching a course. You will receive the same amount of hours as a course attendee would. However, you can claim credit for teaching a course only one time during a single renewal period.

IF you are audited, you will need to provide certificates, transcripts or a certification from your employer of your experience in the area of the requirement. The only exception is the Law & Ethics course. Law & Ethics must be taken for each renewal.

Provider complaints

You should first contact the provider of the course to resolve the matter. If you are not satisfied with the outcome, send your complaint in writing to the board office. Include the course name, date, and location, the names of the instructor and provider, and specifics about your complaint.

*Licensed
Educational
Psychologist*

Continuing
Education
and
License Renewal
Information



Board of Behavioral Sciences
1625 N Market Blvd, Suite S-200
Sacramento, CA 95814-6420
(916) 574-7830

<http://www.bbs.ca.gov>

(Rev.12/11)