

Louisiana State Board of Examiners of Psychologists



INSTRUCTIONS FOR ON-LINE RENEWAL AND CONTINUING EDUCATION REPORTING

A note about on-line renewals: By utilizing this method of renewal, our agency is able to process your renewal and put your renewal certificate in the mail to you within 5 days or less.

Additionally your Continuing Education is still subject to audit by this agency and you are required under § 809(D) of the LA Administrative Code to retain corroborative documentation of your continuing education for two years after submission to the board and that any misrepresentation of continuing education will be cause for disciplinary action by the board.

Step 1. LOG IN

- A. Enter the *Online License Renewal and Information Management System* from our website at www.lsbep.org. From the home page click on “Licensee’s Only”. Then choose “Renew Your License Online”.
- B. Enter your initial login information. Your “User Name” will be your first name followed by a period followed by your last name

Example: mickey.mouse

Your “Password” will be your social security number, no dashes.

Example: 123456789

Step 2. PASSWORD SECURITY UPDATE

If this is your first time logging in, you will be prompted to change your password. Please write this information down and keep it for your records. **Contact the LSBEP at 225-763-3935 if you have lost or forgotten your password or if you have trouble logging in, we are available from 8:30 - 4:00 M-F to assist you with this process.**

Step 3. WELCOME SCREEN

Once you have successfully logged into the system. You will view a personalized welcome screen.

Step 4. UPDATE CONTACT INFORMATION

Before you get too far in the process, please make sure your address and telephone numbers are correct in our system. Do this by viewing "[Update Address Information](#)" or "[Update Telephone Number](#)". If your information is NOT correct, you can return to the "Licensee Only Page" at the LSBEP website to submit your current information through the "[Update Your Contact Info Online](#)" link, or fax it to us at 225-763-3968. **DO NOT CALL TO UPDATE THIS INFORMATION, WE WILL ONLY ACCEPT THESE CHANGES IN WRITING.**

Step 5. LICENSE RENEWAL

- A. To start the renewal process, Select "[License Renewal](#)" from the menu to the left of your screen.
- B. Your status for renewal will be shown on this page. If you are required to report Continuing Education, this page will let you know how many hours to report. See **Step 6. CONTINUING EDUCATION** for instructions on how to enter your Continuing Education (CE).
- C. Once all CE requirements have been reported, or if you are not required to report CE for this period, you will be allowed to continue with the renewal process from this screen and pay your renewal fee using either VISA or MASTERCARD.

Sample Step 5.

The screenshot shows a web interface for license renewal. On the left is a navigation menu with the following items: [Welcome](#), [License Renewal](#), [Continuing Education](#), [Update Address](#), [Update Phonenumber](#), and [Logout](#). The 'License Renewal' item is highlighted. A yellow callout box with a blue arrow points to this item, containing the text 'CLICK HERE TO RENEW ON-LINE'. The main content area has a header 'License Renewal' and a 'Status' section. The status message reads: 'You are missing 30 hours of regular continuing education from 7/1/2005 to 6/30/2007. You are missing 2 hours of continuing education in ethics/forensics. NOTE: You can renew your license from 5/1/2007 to 7/31/2007.' A second yellow callout box with a blue arrow points to this message, containing the text 'This licensee has not completed CE requirement, and therefore may not continue from this page.'

Step 6. CONTINUING EDUCATION

A. To enter Continuing Education (CE) start by clicking “*Add New Continuing Education*”.

B. Complete each field for each CE entry you make as follows:

1. Enter **Start and End Dates** of the CE Activity. These dates must fall within June 30th and July 1st of your biennial reporting period.
2. **Category**. In this field, you have an option to apply your CE to your “*Regular Biennial Report*”, or if you are reporting Continuing Medical Education for the renewal of your Certificate of Prescriptive Authority, you may choose “*Medical Psychology Annual Report*”.
3. Choose an **Activity Type** from the drop down menu. Requirements for acceptable activities are found under §803 and §805 of the Louisiana Administrative Code, Title 46 (LAC:46).
4. **Sponsor or CoSponsor**. Enter either the name of the sponsor or cosponsor acceptable under §805 of the LAC:46.
5. You must choose one **Criteria** that defines the acceptability of the sponsor or co-sponsor under §805 of the LAC:46.
6. **Actual Hours**. These are the hours that were granted to participants for the completion of a CE activity. Based on the hours you enter and the type of activity you choose, your hours will automatically be calculated and the correct amount applied to your CE Report. *(If required, you will be prompted to enter the number of presenters for an activity)*
7. **Course Title**. Enter the complete course title.
8. If you are claiming this entry as your **Ethics/Forensics Requirement**, you may select “Yes” from the drop down menu. It must be clear in the *Course Title* that this is specifically an Ethics or Forensics activity.
9. SAVE your entry by clicking the “**Save**” button. You also have an option to “**Cancel**” the entry if you so choose.

C. Each field must be completed. Failure to do so will result in an error message.

EXAMPLE:

- CourseTitle must be specified
- Actual Hours must be specified

D. Your entries will be dropped into a form, which you should print for your records.

E. You **MUST** retain a file containing valid documentation (i.e. certificates of completion) for each CE entry you are claiming for a period of two years from your reporting date. A 10% random audit of all licensees reporting CE for the biennial period will be conducted. If you are selected for audit, you will be required to produce this file to the LSBEP. Findings of non-compliance may result in Board action.

F. Return to **Step 5. LICENSE RENEWAL**. If you have appropriately entered the CE requirements for renewal, you will be allowed to proceed to the payment screen from this page.

Sample Step 6.

CONTINUING EDUCATION

Welcome Use this section to update your CE or MP requirements.

[License Renewal](#) [Continuing Education](#) [Update Address](#) [Update Phonenumber](#) [Logout](#)

ADD NEW CE

+ Add New Continuing Education

Date Started **Enter Start & End Dates**

Date Completed

Apply a Category: Is this activity Regular CE or Medical CE?

Category: Regular Biennial Report

Activity Type: Workshop/Seminar

Sponsor/CoSponsor

Choose an Activity Type from the drop down menu.

Who is the acceptable Sponsor or CoSponsor

Choose one criteria that defines the acceptability of the activity's Sponsor/CoSponsor.

- Accredited institutions of higher education
- Hospitals which have approved Regional Continuing Education Centers
- Hospitals which have APA approved doctoral internship training programs
- National, regional, or state professional associations, or divisions of such associations, which specifically offer or approve graduate or post doctoral continuing education training
- American Psychological Association(APA) approved sponsors and activities offered by APA(Including home study courses)
- Activities sponsored by the Board of Examiners of Psychologists
- Activities sponsored by the Louisiana Department of Health and Hospitals or its subordinate units and approved by the Chief Psychologist of the sponsoring state office

Criteria

Enter the actual hours granted for participation in an activity. If you are claiming preparation or teaching as CE, you will be prompted to enter in the number of presenters. The program will automatically calculate the hours and apply them to your report.

Actual Hours

Calculated Hours

Course Title

Is Ethics/Forensics Requirement?(Must be clear in Title)

Course Title

Does this CE qualify for the Ethics or Forensics requirement?

No

Cancel Save

SAVE OR CANCEL YOUR ENTRY!!!!!!!!!!!!