

# Louisiana State Board of Examiners of Psychologists



## 2011-12 PSYCHOLOGIST RENEWAL NOTICE

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**Your current license expires *July 31, 2011.***

**TO RENEW ONLINE:** Online renewals are processed immediately!

1. From the home page [WWW.LSBEP.ORG](http://WWW.LSBEP.ORG) click on "**Licensees Only**" then "**Renew Your License Online**"  
**First time user login information:** "User Name" - is your first name followed by a period followed by your last name **Example: mickey.mouse**; "Password" is your social security number, no dashes. **Example: 123456789**
2. View your address information to make sure your information is current. If it is not, then you may fax, mail or update your contact information Online at <http://lsbep.org/mailler/adchange.htm>
3. If your license is **EVEN** then click on the "**License Renewal**" menu to complete the attestations and pay your renewal fee.
4. If your license is **ODD** click on the "**Continuing Education**" menu and "**Add new Continuing Education**" to begin reporting your CE Requirements. Once you have entered the required 30 hours with 2 of those in ethics/forensics then you may click on the "**License Renewal**" menu to complete the attestations and pay your renewal fee. **CE reported Online is permanently banked in the system and may be retrieved anytime!** Just click on the link "**Continuing Education Report**" from the "**Continuing Education**" menu to access your previously reported CE.
5. Please contact the LSBEP office at 225-763-3935 if you have changed and forgotten your password or if you have any trouble using the system. We are available from 8:30 - 4:00 M-F to assist you with this process. **Additional instructions are also available at the "Licensees Only" page on the website.**

**PAPER RENEWAL:** Paper renewals require 2-3 weeks to process.

1. Review and complete Sections I and II on the back of this form. Update all new contact information. **Renewal Application is not valid without psychologists initials.** Attach Continuing Education Report form if your license number is **ODD**. **DO NOT** send CE certificates unless specifically requested. If your CE Report is not submitted in accordance with the LAC:46 Chapter 8, processing your renewal will take longer.
2. Return this renewal application, applicable CE requirements, and the current renewal fee of **\$320** to **LSBEP, 8280 YMCA Plaza Drive, Building 8-B, Baton Rouge, LA 70810** check or money order only.

# 2011-12 PSYCHOLOGIST RENEWAL APPLICATION



**Your Current License Expires July 31, 2011**

**Annual Renewal Fee: \$320**

*(Please make checks payable to LSBEP)*

## SECTION I: GENERAL INFORMATION

Name

License#

Date Licensed

Specialty

Work Address (PUBLIC)

Mailing Address (LSBEP USE ONLY)

Work Phone

Fax Phone

Cell Phone

E-mail

Home Phone

## SECTION II: DISCIPLINARY ATTESTATION

Since your last license renewal have you been disciplined by any professional licensing board, in any state; or, convicted of, or entered a plea of guilty, nolo contendere, or no contest to, a crime in any jurisdiction, including a military court martial, other than a minor traffic offense? (You must include all misdemeanors and felonies, even if adjudication was withheld by the court so that you would not have a record of conviction. Driving under the influence or driving while impaired is not a minor traffic offense for the purposes of this question.) If you check "Yes", attach a detailed explanation to include date(s), location(s), specific circumstances, practitioners and/or treatment involved, etc.

Yes

No

**Psychologist Initials:** \_\_\_\_\_

***Each renewal application is processed in the order it is received. Please submit your renewal no later than July 15, 2011 to avoid delay in receiving your 2011-12 Renewal Certificate. Any renewal application received after the close of business on July 31, 2011 will lapse pursuant to RS 37:2354(C) et al.***