Louisiana State Board of Examiners of Psychologists
8706 Jefferson Highway, Suite B
Baton Rouge, Louisiana 70809
(225) 925-6511

INSTRUCTIONS FOR COMPLETING CONTINUING EDUCATION REPORT LICENSED SPECIALIST IN SCHOOL PSYCHOLOGY

You must document current on Continuing Education requirements prior to renewal.
All offerings must comply with the requirements of the LA Administrative Code 46:LXIII. Chapter 40.

- ❒ Report only Continuing Education that falls within the period **July 1, 2014** through **June 30, 2016**.
- ❒ Report **FIFTY (50)** hours of Continuing Education, with **TWO (2)** of those 50 in ethics and/or forensics.
- ❒ Indicate the required **ETHICS/FORENSICS** activities with an **asterisk (*)**.
- ❒ **RETAIN** appropriate documentation for six years as required under the Louisiana Administrative Code Title 46. Part LXIII. Subpart 2. §4004. Do not send any documentation unless requested. If you are selected for an audit, you will be requested to provide acceptable documentation.
- ❒ **REPORT** within credits in at least two of the nine categories below as required under the Louisiana Administrative Code Title 46. Part LXIII. Subpart 2. §4002.
- ❒ Provide correct **TYPE CODES** for each entry of Continuing Education (See Type Code Legend)
- ❒ **SIGN** and **DATE** CE Report**.**
- ❒ **RETURN** your completed Continuing Education Report form with your License Renewal Application and License Renewal Fee to the LSBEP at the address above.

CATEGORY SUMMARY/TYPE CODE LEGEND:

TYPE CODE	ACTIVITY	CREDIT CONVERSIONS/LIMITATIONS
W	**Workshop, Conferences, In Service Training**	1 hour = 1 credit
CUC	**College and University Coursework**	one semester hour—15 credits (e.g., 3 credit course = 45 credits); one quarter hour—10 credits
T	**Training and In-service Activities**	Credit may be claimed once for development and presentation of new workshops or in-service training activities; one hour of participation—1 hour = 1 credit; maximum 30 credits
C	**Research and Publications**	empirical research—up to 10 credits per project; professional publication—up to 5 credits per project; maximum credit—25 credits total
SGC	**Supervision of Graduate Students**	Field supervisors of school psychology interns should consider the extent to which this activity leads to professional growth on the part of the supervisor: supervision of one intern for one academic year—up to 10 credits; supervision of one practicum student per semester—up to 5 credits; maximum credit—20 CPD credits
SE	**Supervised Experience**	Supervised experiences that lead to professional growth and new knowledge and skills and occur as part of a planned and sequential program on the job or in settings outside the licensed specialist in school psychology's regular job setting: one hour per month—up to 10 credits; two hours per month—up to 20 credits; maximum credits—20 CPD credits
PPE	**Program Planning/Evaluation**	Credit for program planning and evaluation may be claimed when planning, implementing, and evaluating a new program, but not for maintenance and evaluation of an ongoing program: one hour of participation—1 credit; maximum credits—maximum of 25 CPD credits
SS	**Self-Study**	Formal structured programs are self-study programs developed and published to provide training in specific knowledge or skill areas, including, for example, NASP online modules. A test is typically given at the end of the program and often a certificate of completion is issued. This could also include a course taken on the Internet; OR Informal self-study involves systematically studying a topic of interest by reviewing the literature and becoming familiar with the available resources. Included in this category are the reading of books, journals, and manuals: one hour of participation in either type—1 credit; maximum credits—25 credits
PO	**Professional Organization Leadership**	Holding a position in a local, state, or national professional school psychology organization: officer, board position, committee chair—5 CPD credits per position; maximum credit—a maximum of 5 credits are allowed every two years

CONTINUING EDUCATION REPORT

REPORT DATES: July 1, 2014 through June 30, 2016

DATE	TITLE Denote Ethics with an asterisk [*], the word "Ethics" must be part of the title.	ACCEPTABLE SPONSOR/ORGANIZATION	TYPE CODE	Use for calculating credit		HOURS
				Course Credit	Your Hours	
9/21/14	***EXAMPLE:*** *Dealing with Diverse Populations*	*Louisiana School Psychology Association (LSPA)*	*W*			*3*
1/15/15	***EXAMPLE:*** **Ethical Practices in Implementing PBIS**	*CE Online.com*	*SS*			*3*
2/20/15	***EXAMPLE:*** *Intern Supervision*	*M. Breaux*	*SGC*			*10*
					TOTAL	

LSSP SIGNATURE

DATE

PRINT NAME

LICENSE NUMBER