

YOUR LICENSE RENEWAL IS DUE July 1, 2020 and will expire on July 31, 2020

Renewal Applications WILL NOT BE PROCESSED

prior to July 1, 2020

Special Provisions Due to COVID19:

For **BOTH** the 2020 and 2021 renewal periods:

1. The Board is waiving the requirement that CPD credits be obtained in at least two different subcategories. You **may** obtain all of your CPD credits from only **one** of the nine subcategories with the exception of Self-directed Learning. Self-directed Learning activities are still limited to ten (10) hours.
2. Due to hardships imposed on all licensees during this crisis, the number of required hours have been reduced by 25%. CPD for Licensed Psychologists have been reduced from 40 to 30 hours. CPD for Licensed Specialists in School Psychology have been reduced from 50 to 37.5 hours.
3. Two (2) hours of ethics/forensics are still required.



APPLICATION FOR LICENSE RENEWAL

Louisiana State Board of Examiners of Psychologists

4334 S. Sherwood Forest Boulevard, #C-150

Baton Rouge, LA 70816

Phone: (225) 295-8410 Fax: (225) 295-8412 Email: admin.lsbep@la.gov

INSTRUCTIONS FOR RENEWAL:

TO RENEW ON-LINE: On line renewals are usually processed within 5 working days.

From the home page www.lsbep.org click on “*Licensee*” then “*Renew Your License Online*”. First time user log-in information: Your “User Name” is your first name followed by a period followed by your last name.

Example: *Firstname.Lastname*: Your “Password” is your social security number, no dashes. **Example: *123456789***

View and update/correct your address information if needed.

If your license is **ODD** then click on the “*License Renewal*” menu a to complete the attestations and pay your renewal fee.

If your license is **EVEN** click on the “*Continuing Education*” menu and “*Add new Continuing Education*” to begin reporting your continuing professional development.

SPECIAL INSTRUCTIONS FOR CLAIMING COVID 19 EXEMPTIONS:

1. Record 30 hours of CPD acquired in accordance with Chapter 8 of the Louisiana Administrative Code. Two of those 30 must be in ethics/forensics.

2. Record 10 hours of CPD as *any alternate category*. Use the Title or Description "COVID19 EXEMPTION". Classify the sponsor of the 'free' hours as the La State Board of Examiners of Psychologists (LSBEP). DO NOT classify free hours as ethics or forensics.

Click on the “*License Renewal*” menu to complete the attestations and pay your renewal fee.

Contact the LSBEP office via email or phone 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 on the “Licensee” page on the website.***

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

Sign and Date this completed form.

Attach your **Renewal Fee PLUS a \$15 Paper Processing Fee** (Check or money order payable to LSBEP.)

Attach Application for Reduced Fee. Eligible applicants only under provisions 37:2354.E.(1).

EVEN numbered licensees must also attach paper **Continuing Professional Development Report (DO NOT INCLUDE CERTIFICATES with your renewal. You are required to retain certificates for your records for 7 years. The board will request these documents in the event you are audited.)**



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There is an additional \$15 processing fee for paper renewals.

LICENSE RENEWAL: (check one)

Licensed Psychologist (Renewal Fee \$350)

37:2354.E.(1) Licensed Psychologist (Reduced Renewal Fee \$175)

Provisional Licensed Psychologist (Renewal Fee \$100)

Licensed Specialist in School Psychology (Renewal Fee \$100)

GENERAL INFORMATION (Please print or type)

Full Name: (Last, First, Middle, Suffix)		License Number:
E-mail address:		Maiden/Alias:
Home Phone:	Home Address: <input type="checkbox"/> Preferred Mailing	
Cell Phone:	City, State Zip	
Current Employment:		
Business Phone:	Business Address: <input type="checkbox"/> Preferred Mailing	
Fax Number:	City, State Zip	
REQUIRED PUBLIC ADDRESS: <input type="checkbox"/> USE HOME ADDRESS <input type="checkbox"/> USE BUSINESS ADDRESS <input type="checkbox"/> LIST OTHER BELOW:		

DISCIPLINARY ATTESTATION

If you answer "Yes" to the following, attach an explanation on a separate page include date(s), location(s), specific circumstances, current disposition of case, etc.

Since your last license renewal:

Have you been charged, convicted or settled disciplinary actions; or have pending actions, or unresolved complaints of an ethical violation or unprofessional conduct by a licensing board or ethics committee? Yes No

Have you been disciplined by or relinquished your license to any professional licensing board, in any state; been arrested, 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.) Yes No

Have you relinquished a professional license in any jurisdiction? Yes No

Have you obtained professional licensure in another jurisdiction? Yes No

List Jurisdiction _____ Date of License: _____

Signature of Licensee

Date