

YOUR LICENSE RENEWAL IS DUE

July 1, 2019

AND EXPIRES

JULY 31, 2019

**RENEWAL APPLICATIONS/FEEES
RECEIVED EARLY WILL NOT BE
PROCESSED UNTIL JULY 1, 2019.**



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 **EVEN** then click on the “*License Renewal*” menu a to complete the attestations and pay your renewal fee.
- If your license is **ODD** click on the “*Continuing Education*” menu and “*Add new Continuing Education*” to begin reporting your continuing professional development. Once you have entered the required 40 hours with 2 of those in ethics/forensics, and within TWO of the NINE subcategories then you may 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).
- ODD** 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 any professional licensing board, in any state; or 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