



# LOUISIANA STATE BOARD OF EXAMINERS OF PSYCHOLOGISTS

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## MEMORANDUM

### CONTINUING PROFESSIONAL DEVELOPMENT (CPD) REPORTING REQUIREMENTS FOR FORMER EMERITUS/ODD NUMBERED LICENSES

**FROM:** Jaime T. Monic, Executive Director   
**TO:** Licensed Psychologists  
**DATE:** February 29, 2016  
**RE:** Continuing Professional Development (CPD) and Reporting Requirements  
for Former Emeritus/Odd Numbered Licenses

As you are aware, Act 255 of the 2015 legislative session removed the status Emeritus. This change affects the requirements for the renewal of your license in the following two ways:

1. All Licensed Psychologists must report continuing education, and
2. You must apply annually for a reduced fee.

This letter is to inform you of your reporting requirements and advise you of the procedures that will be implemented to facilitate those requirements. Please maintain this letter for your reference.

### CONTINUING PROFESSIONAL DEVELOPMENT AND RENEWAL:

- You are required to renew your license annually. Your renewal shall be due July 1<sup>st</sup> and will be considered delinquent July 31<sup>st</sup>. You are required to report Continuing Professional Development (CPD) every two (2) years.
- Your first CPD REPORT will be DUE **July 1, 2017**.
- You should begin accruing CPD **on July 1, 2015 through June 30, 2017**. CPD obtained outside of these dates will not be credited toward your renewal for the July 1, 2017 period.

CE NOTICE ODD

February 29, 2016

- Reporting requirements are located in Chapter 8 of the Louisiana Administrative Code. A copy is enclosed with this letter. This information may also be found on our website at <http://www.lsbep.org/wp-content/uploads/2014-LA-Administrative-Code.pdf>

*(Please note that the LSBEP will publish modifications to clarify Chapter 8. These are expected to be effective on June 20, 2016. A redline copy of the proposed revisions may be viewed at <http://www.lsbep.org/rule-making/>).*

- For your first reporting period, and each biennial reporting period there after, you will be required to report 40 hours of continuing education with two (2) hours of those 40 in ethics or forensics.
- Annual Renewal Notices and applicable reporting forms will be sent in the same manner as in previous years. Paper applications will be accepted, however, you may also use the online renewal system to report and maintain your Continuing Professional Development. This system is located under the "License" tab on our website at [www.lsbep.org](http://www.lsbep.org). You must plan to complete your renewal payment online if you use this system, otherwise your CPD will not be submitted in an online format. For first-time users only, your user name is your "first name.last name" and your default password is your social security number without any dashes.

**APPLICATION FOR REDUCED FEE:**

- Annually, at the time of renewal, the Board will provide a process to apply for a reduced fee which "shall be one-half of the amount of the current licensure renewal fee" if all of the following requirements are met:
  1. You are 65 years of age or older;
  2. You have held continuous licensure as a psychologist in the state for at least twenty years; and
  3. You are, at the time of application/renewal, retired from the full-time practice of psychology or any other full-time employment.

Please feel free to contact me with any questions or concerns regarding this information.

