



LOUISIANA STATE BOARD OF EXAMINERS OF PSYCHOLOGISTS

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MEMORANDUM

CONTINUING PROFESSIONAL DEVELOPMENT (CPD) AND REPORTING REQUIREMENTS

FROM: Jaime T. Monic, Executive Director 
TO: Licensed Psychologists
DATE: February 29, 2016
RE: Continuing Professional Development (CPD) and Reporting Requirements

The following information is directed to all Licensed Psychologists and intended to inform you of the new continuing education requirements. If you formerly held the designation of *Emeritus Status*, separate Memorandums have been posted, please see either: "*Emeritus Reporting Requirements for Odd Numbered Licenses*" or "*Emeritus Reporting Requirements for Even Numbered Licenses*".

GENERAL INFORMATION:

- You are required to renew your license annually. Your renewal shall be due July 1st and will be considered delinquent July 31st. You are required to report Continuing Professional Development (CPD) every two (2) years.
- **NEW** reporting requirements are located in Chapter 8 of the Louisiana Administrative Code Title 46:LXIII. (<http://www.lsbep.org/wp-content/uploads/2014-LA-Administrative-Code.pdf>). All offerings must comply with these requirements effective immediately.
- Please note that the LSBEP will publish modifications to clarify Chapter 8. These are expected to be effective on June 20, 2016. (You may view a redline copy at: <http://www.lsbep.org/rule-making/>)
- You will be required to report CPD in at least **TWO Sub-Categories** of the three Categories below (*please refer to Chapter 8 of the LAC for details*):

CATEGORY 1: PROFESSIONAL

- Peer Consultation
- Practice Outcome Monitoring (1 client = 1 credit per reporting period)
- Professional Activities (1 year = 10 credits)

- **Conference** – (1 conference day = 1 credit. May be counted in addition to traditional workshop hours granted by the sponsor)

CATEGORY 2: ACADEMIC

- **Graduate Class** (1 three hour course equals 20 credits)
- **Graduate Class Preparation and Teaching** (May be claimed once per course: Claim 10 times the credit granted students)
- **Auditing a Graduate Course** (1 registered course documented by the university = 5 credits)
- **Publications** (1 article = 10 credits; 1 book/book chapter = 10 credits)
- **Workshop Preparation and Teaching** (May be claimed once per course: Claim 2 times the credit granted attendees)

CATEGORY 3: TRADITIONAL

- **Approved Sponsored Workshop** (1 hour = 1 credit)
- **Self-directed Learning** (Limit 10 Credits per reporting period)

EVEN NUMBERED LICENSEES

- For the reporting period **July 1, 2014 through June 30, 2016**, you will be required to report **30 hours** with **two of those in Ethics/Forensics**. Report.
- For the reporting period **July 1, 2016 through June 30, 2018**, you will be required to report **40 hours** with **two of those in Ethics/Forensics**.

ODD NUMBERED LICENSEES

- For the reporting period **July 1, 2015 through June 30, 2017**, you will be required to report **30 hours** with **two of those in Ethics/Forensics**. Report.
- For the reporting period **July 1, 2017 through June 30, 2019**, you will be required to report **40 hours** with **two of those in Ethics/Forensics**.

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.

