

RENEWALS OPEN ON

July 1, 2016

**RENEWAL APPLICATIONS/FEEES
RECEIVED EARLY WILL BE
HELD FOR PROCESSING UNTIL
THAT DATE!**



APPLICATION FOR LICENSE RENEWAL

Louisiana State Board of Examiners of Psychologists
8706 Jefferson Hwy., Suite B
Baton Rouge, LA 70809
(225) 925-6511
Fax: (225) 955-6521
Email: admin.lsbep@la.gov

INSTRUCTIONS FOR RENEWAL:

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

- From the home page WWW.LSBEP.ORG click on ***"Licensees Only"*** then ***"Renew Your License Online"***

2.

First time user log-in information: "User Name" - is your first name followed by a period followed by your last name ***Example: Firstname.Lastname;*** "Password" is your social security number, no dashes. ***Example: 123456789***

- View your address information to make sure your information is current. If it is not, then you may fax, mail or email your updated contact information to the numbers on this form.
- If your license is **ODD** then click on the ***"License Renewal"*** menu 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 CE Requirements. Once you have entered the required 30 hours with 2 of those in ethics/forensics then you may click on the ***"License Renewal"*** menu to complete the attestations and pay your renewal fee.
- Please contact the LSBEP office 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 at the "Licensees Only" 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.**



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

LICENSE BEING RENEWED: (check one)

- Licensed Psychologist (Renewal Fee \$320)
- 37:2354.E.(1) - Licensed Psychologist (Reduced Renewal Fee \$160)
- 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)		LA Psychology 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:		
City, State Zip		

DISCIPLINARY ATTESTATION *(If you answer "Yes" the following, attach an explanation on a separate page)*

Since your last license renewal have you been disciplined by any professional licensing board, in any state; or, 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.) If you check "Yes", attach a detailed explanation to include date(s), location(s), specific circumstances, practitioners and/or treatment involved, etc.

Yes No

Signature of Licensee

Date