

Louisiana State Board of Examiners of Psychologists



2015-16 PSYCHOLOGIST RENEWAL NOTICE

Your current license expires *July 31, 2015.*

TO RENEW ONLINE: Online renewals are usually processed within 5 business days or less!

1. From the home page WWW.LSBEP.ORG click on “**Licensees Only**” then “**Renew Your License Online**”
First time user log-in information: “User Name” - is your first name followed by a period followed by your last name **Example: mickey.mouse**; “Password” is your social security number, no dashes. **Example: 123456789**
2. If your license is **EVEN** then click on the “**License Renewal**” menu to complete the attestations and pay your renewal fee.
4. If your license is **ODD** 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.
5. Please contact the LSBEP office at 225-925-6511 if you have changed and forgotten your password or if you have any trouble using the system. We are available from 8:30 - 3:30 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.

1. Review and complete Sections I and II of this form. Update all new contact information. **Renewal Application is not valid without psychologist’s initials.** Attach Continuing Education Report form if your license number is **EVEN**. **DO NOT** send CE certificates unless specifically requested. If your CE Report is not submitted in accordance with the LAC:46 Chapter 8, processing your renewal will take longer.
2. Return this renewal application, applicable CE requirements, the current renewal fee of **\$320 and \$15 paper processing fee (\$335 total)** in the form of a check or money order only to **Attn: 2014 Renewal, LSBEP, 8706 Jefferson Highway, Suite B, Baton Rouge, LA 70809.**

2015-16 PSYCHOLOGIST RENEWAL APPLICATION



Your Current License Expires July 31, 2015

Annual Renewal Fee: \$320

Paper Processing Fee: \$15

(Please make checks payable to LSBEP)

SECTION I: GENERAL INFORMATION

Name

License#

Date Licensed

Specialty

Please indicate your preferred mailing address by checking same below. Please note, your work address is public and available through the verification tool on the website.

Work Address Preferred Mailing

Home Address Preferred Mailing

Work Phone

Fax Phone

Cell Phone

E-mail [required]

Home Phone

SECTION II: DISCIPLINARY ATTESTATION

Since your last license renewal have you been disciplined by any professional licensing board, in any state; or, charged, 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 and relevant documentation which includes date(s), location(s), specific circumstances, practitioners and/or treatment involved, etc.

Yes

No

Psychologist Initials: _____

Each renewal application is processed in the order it is received. Please submit your renewal no later than July 15, 2014 to avoid delay in receiving your 2014-15 Renewal Certificate. Any renewal application received after the close of business on July 31, 2014 will lapse pursuant to RS 37:2354(C) et al.

