



LOUISIANA STATE BOARD OF EXAMINERS OF PSYCHOLOGISTS

4334 S. Sherwood Forest Boulevard, #C-150
Baton Rouge, Louisiana 70816

Voice: (225)295-8410
Fax: (225)295-8412
Email: admin.lsbep@la.gov
Website: lsbep.org

WEEKLY WEDNESDAY UPDATE #12

June 10, 2020

Dear Licensee,

On Friday, June 5, 2020, most of the state entered Phase II of businesses reopening to the public at limited capacity and with other modifications. As we begin to explore life in Phase II, you are reminded, as mental health practitioners, to stay vigilant when interacting with clients, patients, students, etc. by: Consulting and following all local, regional, state, and federal guidelines; staying up to date on information being published by the Louisiana Department of Health, Office of Public Health; and consulting with the American Psychological Association guidelines. Note that with the continuance of the Governor's Orders responding to COVID19, LSBEP has also extended deadlines for all provisions previously issued, including Emergency Temporary Registrations and Telesupervision Application fee waivers.

As the 2020 License Renewal season is upon us, we are going to focus this twelfth Weekly Wednesday Update on moving forward and beginning a new Fiscal Year of licensure. We hope this issue will provide you with the necessary updates, resources, and expectations for the 2020 License Renewal season.

Per La. R.S.:2354(C)(1) "*Every licensed psychologist in this state shall annually pay to the board, during the month of July of each year...*" Therefore, renewals will open on, and not be processed or accepted prior to, **July 1, 2020**. **ALL** licensees, even newly licensed psychologists **MUST** renew no later than **July 31, 2020**. If your license is not renewed by this date, your license will **LAPSE**. There is no option for 'inactive status'. If it is your intention to allow your license to lapse and you have **NOT** previously notified the board, please advise the board in writing either by email or mail correspondence.

- ⇒ **NEW THIS YEAR**
 - **CONTINUING EDUCATION (CATEGORY WAIVER)** - For Both the 2020 and 2021 renewal period, the requirement that your Continuing Professional Development (CPD) activities must be from at least two different subcategories defined under Chapter 8 of the Louisiana Administrative Code (LAC) is *waived*. You may obtain

all of your CPD credit hours from only **one** of the nine subcategories with the exception of self-directed activities. Self-directed learning activities are still limited to ten (10) hours. You are still required to obtain two hours of ethics or forensics.

- **CONTINUING EDUCATION (HOURLY WAIVER)** - For Both the 2020 and 2021 renewal period, the number of required hours has been reduced by 25%. CPD for Licensed Psychologists has been reduced from 40 to 30 hours. CPD for Licensed Specialists in School Psychology has been reduced from 50 to 37.5 hours.
- **ELECTRONIC LICENSE RENEWAL CERTIFICATES** – You will be receiving your Renewal Certificate via email this year. This is not an instant process, and you should expect the following:
 - Once you have renewed online, you will receive an email confirmation receipt **within 24 hours** of your payment being processed. This email will be from LicenseVerification@lsbepportal.com. Please check your junk email if you do not receive this confirmation. If you are still concerned about payment processing, please check with your credit card company if you want to ensure your payment was processed before you receive a receipt from the board.
 - Once your payment has cleared and LSBEP has reconciled a payment with your license, your license will be emailed to the email address of record. Individuals who have renewed online should expect receipt of their emailed certificate within 3-5 days of payment processing. Paper applications and check deposits will take 2-3 weeks to process.
- **EVEN NUMBERED LICENSES REPORT** Continuing Professional Development (CPD) this renewal, for the period **7/1/2018-6/30/2020**. You must obtain an extension to claim activities outside of these dates.
- **ONLINE RENEWAL LOGIN INSTRUCTIONS:**
 - If this is your first time using the online system, you will be required to use the following login credentials:
 - “User Name” is your first name followed by a period followed by your last name, formatted like a proper name. **Example: Firstname.Lastname:**
 - “Password” is your social security number, no spaces or dashes. **Example: 123456789**
 - If you have logged in previously and need your password reset, please email admin.lsbep@la.gov
 - **CHECK YOUR ADDRESSES:** You must provide both a Mailing Address and Work (or public) address. You may use the same address for both.
- **PAPER RENEWAL APPLICATIONS AND FEE MUST BE POSTMARKED NO LATER THAN JULY 31, 2020 IN ORDER TO AVOID THE NEED TO SUBMIT A REINSTATEMENT APPLICATION AND FEE.** There is no grace period after this date. There is an additional \$15 Paper

Renewal Processing Fee. Please include that with your Renewal Application form. Paper renewals may take up to 3 weeks to process.

Staff is limited but is available to assist you via email or phone with renewal questions through the close of business until 4:30 pm on FRIDAY, July 31, 2020. If it is your intention to renew online, you are *strongly* encouraged to do so early and prior to this date, while staff is available to support any technical difficulty you may encounter (i.e. Trouble logging in, resetting your password, entering Continuing Professional Development, questions about the new CPD requirements, submitting payment).

Sincerely,

LSBEP Executive Committee

Koren Boggs, Ph.D., Chair

Amy Henke, Psy.D., Vice Chair

Jaime T. Monic, Executive Director

NOTICE: In compliance with Act 655 of the 2018 Regular Session, the LSBEP hereby gives notice to its licensees and applicants of their opportunity to file a complaint about board actions and board procedures. You may submit such complaints to one or more of the following organizations:

- Louisiana State Board of Examiners of Psychologists: **Submit in writing to:** LSBEP, 4334 S. Sherwood Forest Blvd., #C-150, Baton Rouge, LA 70816; admin.lsbep@la.gov; (225)295-8410
- Committee on House & Governmental Affairs, La. House of Representatives: **Submit to:** H&GA@legis.la.gov or Committee on House & Governmental Affairs, La. House of Representatives, PO Box 44486, Baton Rouge, LA 70804; (225) 342-2403
- Committee on Senate & Governmental Affairs; La Senate: **Submit to:** s&g@legis.la.gov or Committee on Senate & Governmental Affairs; La Senate PO Box 94183, Baton Rouge, LA 70804; (225)342-9845

The information contained in this transmission may contain privileged and confidential information. It is intended only for the use of the person(s) named above. If you are not the intended recipient, you are hereby notified that any review, dissemination, distribution or duplication of this communication is strictly prohibited. If you are not the intended recipient, please contact the sender by reply e-mail and destroy all copies of the original message. To reply to our e-mail administrator directly, please send an e-mail to jaime.monic@la.gov