

S P E C I A L

# North Carolina Psychology Board

N O T I C E

April 2004

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The North Carolina Psychology Board is mailing this Special Notice to all licensees to provide time sensitive and important information. The Board also encourages licensees to check its web site, [www.ncpsychologyboard.org](http://www.ncpsychologyboard.org), often for other information which may be useful. License verification may now be conducted online, and within the next year, the Board hopes to have most of its standard forms available online. At the current time, supervision contract and report forms, the NC Psychology Practice Act, Board rules, a description of the complaint process and the complaint form, and various other information can be downloaded from the web site.

## Renewal/Continuing Education

Reprinted license renewal applications will be mailed out in August of this year, and blank forms will be available on the Board web site. If licensed prior to October 1, 2002, a licensee will be required to attest that he or she has acquired the required continuing education hours between October 1, 2002 and October 1, 2004 in order to renew the license.

All licensees who choose to renew their licenses must comply with the continuing education requirements. Pursuant to paragraph (b) of the Continuing Education rule, “A license shall be suspended automatically by operation of law in accordance with G.S. § 90-270.15(f) if a licensee fails to meet continuing education requirements specified in this Rule.” Therefore, failure to complete the required continuing education hours between October 1, 2002 and October 1, 2004 will result in loss of licensure to practice psychology in North Carolina. A licensee must complete a minimum of 18 continuing education hours during the biennial renewal period (October 1, 2002 - October 1, 2004). At least 9 hours must be in Category A activities, which must include a minimum of three continuing education hours in the area of ethical and legal issues in the professional practice of psychology. All 18 hours may be completed in Category A activities; however, no more than 9 hours will be credited for Category B activities. **Continuing education hours will not carry over from one renewal period to the next.**

The Continuing Education Rule, 21 NCAC 54 .2104, along with other information regarding continuing education, is available on the Board's web site at [www.ncpsychologyboard.org](http://www.ncpsychologyboard.org). Pursuant to paragraph (m) of the Rule, “A licensee shall not submit documentation of continuing education hours obtained unless directed to do so by the Board.” The Board will randomly verify the

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documentation of required continuing education hours for a percentage of licensees, and will directly contact the individual licensees who are required to submit documentation of hours.

The Board cannot pre-approve continuing education programs for credit. It is a licensee's responsibility to make sure that activities meet the requirements of the rule. Following are the applicable questions that a licensee must be able to answer "YES" to make the determination that an activity counts for a particular category:

Category A:

[9 hours required, and 3 hours must be in the area of ethical and legal issues in the professional practice of psychology; all 18 hours *may* be completed in Category A]

- (1) Is the program sponsored by the NC Psychology Board, by the American Psychological Association (APA), by an APA approved sponsor, or by a North Carolina Area Health Education Center (AHEC)?
- (2) Is the program identified as offering continuing education for psychologists?
- (3) Does the sponsor specify contact hours?
- (4) Does the program fall within the following areas: ethical and legal issues in the professional practice of psychology, or the maintenance and upgrading of professional skills and competencies within the psychologist's scope of practice? The latter includes, but is not limited to, training in empirically supported treatments, the application of research to practice, and training in best practice standards and guidelines.
- (5) Will a certificate be awarded?

Category B:

[Maximum of 9 hours will be counted]

Does the program or activity fall within the following areas: ethical and legal issues in the professional practice of psychology, or the maintenance and upgrading of professional skills and competencies within the psychologist's scope of practice? The latter includes, but is not limited to, training in empirically supported treatments, the application of research to practice, and

training in best practice standards and guidelines.

Licensees must maintain applicable written documentation of continuing education hours for a minimum of seven years. However, again, licensees must not submit documentation of continuing education hours obtained to the Board office unless directed to do so by the Board.

### *APA Ethical Principles of Psychologists and Code of Conduct*

The APA adopted a new version of the *Ethical Principles of Psychologists and Code of Conduct* on August 21, 2002, and the new version became effective beginning June 1, 2003. This Code is available on the APA web site at [www.apa.org/ethics](http://www.apa.org/ethics) or hard copies may be ordered by calling the APA Order Department at (800) 374-2721 or writing to the APA Order Department, 750 First Street, NE, Washington, DC 20002-4242. The current APA Ethics Code is adopted by reference into the North Carolina Psychology Practice Act pursuant to G.S. § 90-270.15(a)(10). Conduct occurring on or after June 1, 2003, will be evaluated under this new Ethics Code. However, conduct occurring prior to June 1, 2003, will be evaluated under the Ethics Code in effect at the time of the conduct.

**REMINDER: Continuing education hours for the current biennial renewal period must be completed between **October 1, 2002** and **October 1, 2004**.**

### Ancillary Services

Pursuant to G.S. § 90-270.21, "A psychologist licensed under this Article may employ or supervise unlicensed individuals who assist in the provision of psychological services to clients, patients, and their families." The Board adopted rules on April 1, 2003, to implement this provision. In accordance with these rules, a psychologist retains full professional responsibility for the quality of the services rendered and for the effects of the services upon the client, patient, or other

individuals. Further, these rules set the requirements for documentation of supervision and training of ancillary personnel. The rules pertaining to Ancillary Services are available on the Board web site at [www.ncpsychologyboard.org](http://www.ncpsychologyboard.org). On the sidebar, click on "Rules - Title 21, Chapter 54" and then scroll down to Section .2800 ANCILLARY SERVICES.

**REMINDER:** Do **NOT** submit documentation of continuing education hours obtained to the Board office unless directed to do so by the Board.

## Supervisory Records

**A**ll supervisors are reminded that, pursuant to 21 NCAC 54 .2001(c)(8), a supervisor is required to maintain a clear and accurate record of supervision with a supervisee which documents the following:

- (A) dates and appointment times of each supervision session, including the length of time of each supervision session;
- (B) summary content of each session including treatment issues addressed, concerns identified by the supervisor and supervisee, recommendations of the supervisor, and intended outcome for recommendations of the supervisor; and
- (C) fee charged, if any, to the supervisee for supervision.

Except when prevented from doing so by circumstances beyond the supervisor's control, the supervisor shall retain securely and confidentially the records reflecting supervision with a supervisee for at least seven years from the date of the last session of supervision with a supervisee. If there are pending legal or ethical matters or if there is otherwise any other compelling circumstance, the supervisor shall retain the complete record of supervision securely and confidentially for an indefinite period of time.

Failure to maintain the required supervisory records may affect a supervisor's ability to be approved by the Board as a supervisor and may be found to warrant disciplinary action by the Board. A sample Supervision Record Form is available on the

Board web site at [www.ncpsychologyboard.org](http://www.ncpsychologyboard.org); on the sidebar, click on "Supervision" and then click on the "Supervision Record Form."

Also, **supervisors** are responsible for submitting a supervision report to the Board within 30 days after receiving written notification from the Board that such is due, within two (2) weeks of termination of supervision, and within two (2) weeks of a change in the conditions specified in the supervision contract form on file with the Board.

## Supervision Contract Form

**A**ll Licensed Psychological Associates are reminded that, pursuant to 21 NCAC 54 .2008(d), "A written notarized supervision contract form shall be filed within 30 days of a change in the conditions specified in the supervision contract form on file with the Board . . ." For example, a Licensed Psychological Associate must file a revised contract form if he or she has a change in employment. Thus, even if activities have not changed, if moving from employment by a community mental health center to employment by a private agency, the Licensed Psychological Associate must file a new contract form. A supervision contract form documents and describes either that supervision is required (Section 1 of the form) or that supervision is not required (Section 2 of the form).

Need a copy of the North Carolina Psychology Practice Act or Board Rules?  
Go to: [www.ncpsychologyboard.org](http://www.ncpsychologyboard.org).

## House Bill 1049

**H**ouse Bill 1049, An Act to Allow Licensed Psychological Associates to Receive Payment for Services from Insurers . . . , was adopted on July 17, 2003. Effective January 1, 2004, pursuant to G.S. § 58-50-30(b), a "duly licensed psychologist" is defined as a licensed psychologist who holds permanent licensure and certification as a health services provider psychologist issued by the North Carolina Psychology Board or a licensed psychological associate who holds permanent licensure. It is important to point out that licensure does not automatically guarantee reimbursement eligibility with all insurance companies. A licensee

should contact the individual companies regarding their specific policies regarding reimbursement eligibility, the procedure for obtaining a provider number, etc. The Board cannot answer questions regarding the provisions of HB 1049 since it is not legislation which is under the jurisdiction of the Board. Information for health care providers is available on the NC Department of Insurance web site at [www.ncdoi.com/Provider/Provider.asp](http://www.ncdoi.com/Provider/Provider.asp).

## CE Inquiry

**I** can contact the Board office to find out if a particular program will count for continuing education (CE) hours.

- True       False

The answer is "False." The Board does not pre-approve CE programs. When it conducts random audits of CE documentation following license renewal, it will use the questions found on page 2 in this Notice to make a determination as to whether a program will count. You may, however, contact the Board office if you have questions about the provisions of the CE rule.

**REMINDER:** Licenses must be renewed on or before October 1, 2004. If a license is not renewed on or before this date, an additional fee of \$25.00 will be charged. While the license may be renewed by paying a late fee until November 30, 2004, the required continuing education hours for the current biennial renewal period must be completed by October 1, 2004.

## Address Change?

**P**lease notify the Board in writing immediately if your mailing address has changed. Changes may be faxed to (828) 265-8611, emailed to [ncpsybd@charter.net](mailto:ncpsybd@charter.net), or mailed to the NC Psychology Board, 895 State Farm Road, Suite 101, Boone, NC 28607.

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