

BIENNIAL LICENSE RENEWAL INSTRUCTIONS
October 1, 2016 - October 1, 2018

IT IS TIME TO RENEW YOUR LICENSE TO PRACTICE PSYCHOLOGY

N.C.G.S. § 90-270.14(a) requires that a license to practice psychology must be renewed on or before October 1st in each even numbered year. If you are: (1) a Licensed Psychologist; or (2) a Licensed Psychological Associate OR a Provisionally Licensed Psychologist AND your required *completed Supervision Report has been submitted to and accepted by the Board*, you may now renew your license online. **To renew your license online, please go to the Board's website (www.ncpsychologyboard.org) and click on the "Renew A License" tab.** You must pay by credit or debit card in order to renew online. You still may choose to renew your license by mail. If you do not renew your license by either method by October 1, 2016, there is a grace period of 60 days (following October 1st until November 30th) in which a license may be renewed by paying an additional late fee of \$25.00. A postmark, but not a metered date or tape, will be considered sufficient in meeting a deadline. ***Note, however, that continuing education hours must have been completed during the biennial renewal period from October 1, 2014 to October 1, 2016.*** Pursuant to N.C.G.S. § 90-270.15(a), the Board may take disciplinary action if a licensee engages in fraud or deceit in securing or attempting to secure or renew a license. Failure to complete the renewal process by established deadlines and in the required format may result in a delay in license renewal, the assessing of a late fee, or suspension of licensure.

RENEWAL FEE	\$250.00 if renewed online or by mail if postmarked by October 1st \$275.00 if renewed online or by mail if postmarked from October 2nd through November 30th If renewing by mail, make check or money order payable to: <u>NC Psychology Board</u>. Credit or debit cards are not accepted if renewing by mail. Do not send cash. A \$5.00 convenience fee will be charged for online renewal. A \$20.00 fee will be charged for any returned bank item.
SUSPENDED LICENSE	There is no statutory provision for "inactive" license status. If you choose not to renew your license by November 30 th , it will be suspended automatically by operation of law pursuant to N.C.G.S. § 90-270.15(f).
RELINQUISHED LICENSED Note Process →	You may request to voluntarily relinquish your license prior to December 1 st (the date on which your license will be automatically suspended if not renewed). To make this request, <u>complete</u> and return the signed Renewal Application form to the Board office without the renewal fee, making sure that you also check the box in Item 11.
NAME CHANGE	If you have had a legal name change from the name that is on your renewal application, enclose a copy of the legal document (e.g., marriage certificate, divorce decree, driver's license, etc.) as proof of the change.
PUBLIC INFORMATION	All information on the renewal application is available to the public pursuant to Chapter 132 of the NC General Statutes.
SUPERVISION REPORTS(S) REQUIRED FOR: LICENSED PSYCHOLOGICAL ASSOCIATES AND PROVISIONALLY LICENSED PSYCHOLOGISTS	All Licensed Psychological Associates (LPAs) and provisionally Licensed Psychologists (PLPs) who choose to renew their licenses must submit a completed Supervision Report Form(s) as part of the Renewal Application. A separate Instruction Sheet and blank Supervision Report are included with each LPA and PLP renewal application. The Supervision Report is also available in <i>interactive</i> format on the Board's website at (select "Renewal" on the side bar).
CONTINUING EDUCATION	The Continuing Education Attestation is part of the Renewal Application. See Page 2 for instructions.

BIENNIAL LICENSE RENEWAL INSTRUCTIONS: CONTINUING EDUCATION GUIDE

All licensees who were licensed *before October 1, 2014*, who choose to renew their licenses must show compliance with the continuing education requirements by completing the **Continuing Education Attestation**, which is **Item #10 on the Renewal Application**.

NOTE: The Board does not pre-approve courses; therefore, Board staff are unable to make a determination about whether or not a particular course will be accepted by the Board.

FIGURE 1 breaks down the 18 hours of continuing education required to renew one's license into two categories, A and B. Licensees must obtain a minimum of 9 hours of Category A credit, 3 of which must cover ethical and legal issues in the professional practice of psychology. When evaluating whether or not an activity is acceptable for Category A credit, the following questions must be considered:

1. Is the program sponsored or co-sponsored by the Board, the APA, an APA-approved sponsor, or by NCAHEC?
2. Does the program specifically identify psychologists in the target audience?
3. Are contact hours specified by the sponsor?
4. Does the program meet the topic areas specified in paragraph (g) of Rule .2104?
5. Upon completion, does the program provide a certificate that specifies contact hours?

If a licensee can answer "Yes" to **all** of the above, the activity is acceptable for Category A credit. If the program does not meet the requirements to be considered Category A, one may be able to count it for Category B credit, provided it falls within the topic areas (see "All Activities Must" box of FIGURE 1 for quick reference). The full text of the rule, appropriate links, and other helpful resources are available on the Board's website, www.ncpsychologyboard.org, under the "Continuing Education" link on the sidebar.

A license will be suspended automatically by operation of law in accordance with N.C.G.S. § 90-270.15(f) if a licensee fails to meet the continuing education (CE) requirements specified in 21 NCAC 54 .2104. The Board will randomly verify the documentation of required CE hours for a percentage of licensees. If your license is selected for verification, you will be sent a letter and required to submit documentation of the CE hours which you list on the CE attestation form. Retain your documentation for a minimum of seven years. **Do not submit documentation of CE hours at this time.**

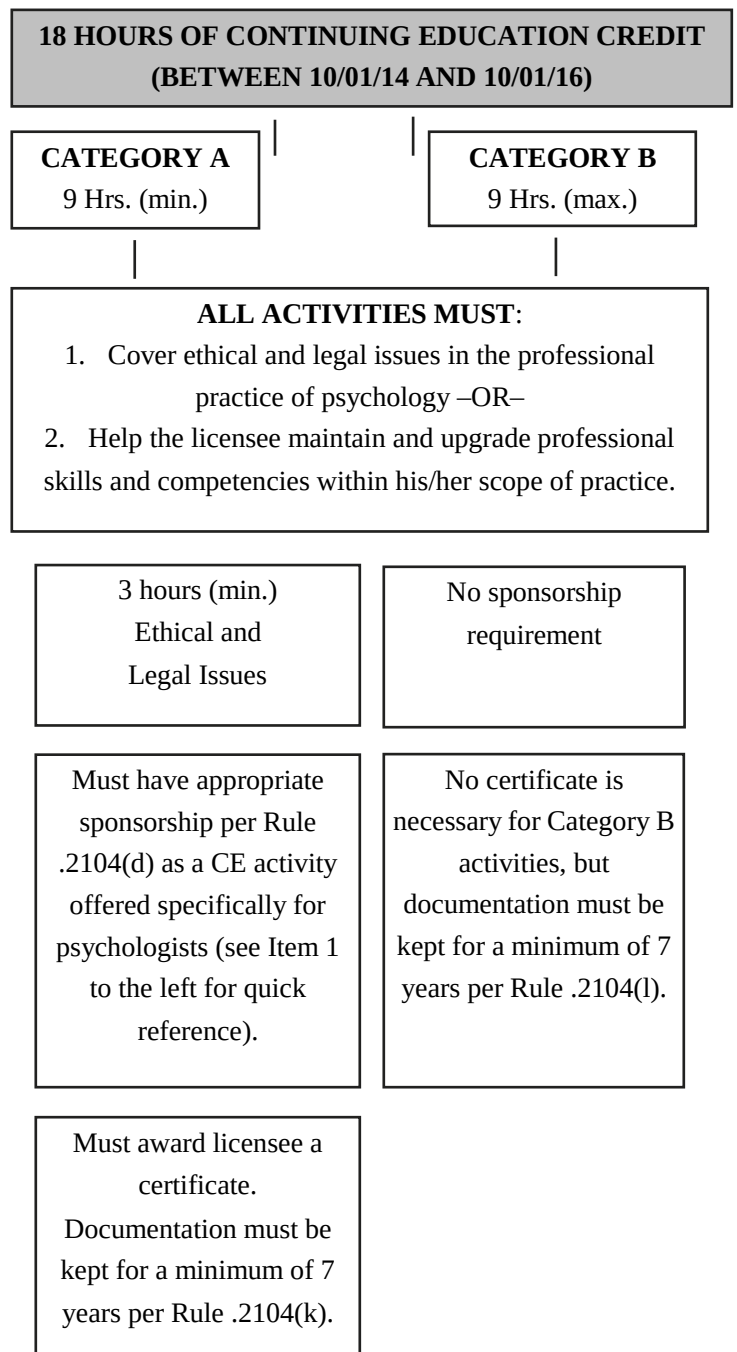


FIGURE 1 The flowchart visually represents the requirements of Board Rule .2104 Continuing Education, with Category A requirements on the left, and Category B on the right.

If you have any questions, contact the Board office at 828-262-2258.