

C. CONTINUING EDUCATION FOR PSYCHOLOGISTS

Please note that there are several options for obtaining continuing education. It is recommended that you review the Board's rule (R4-26-207) regarding continuing education hours that may be acceptable to the Board. You can find the Board's rule on its website, <https://psychboard.az.gov>, under the "Statutes and Rules" tab.

1. HOW MANY CONTINUING EDUCATION HOURS DO I NEED TO RENEW MY LICENSE?

Psychologists are required to have 40 hours of continuing education every renewal cycle. 4 of the 40 hours must be in ethics and 4 of the 40 hours must be in domestic violence/child abuse.

2. CAN I OBTAIN ALL OF MY CONTINUING EDUCATION VIA ELECTRONIC MEANS?

Board rule does not limit the amount of continuing education you can obtain via electronic means.

3. HOW LONG DO I NEED TO KEEP DOCUMENTATION OF MY CONTINUING EDUCATION?

Board rule requires that a licensee keep documentation of their continuing education through the license period following the license period in which the documents were obtained.

4. DOES THE BOARD HAVE TO APPROVE MY CONTINUING EDUCATION?

Neither the Board nor Board staff preapproves any continuing education. If you are selected to participate in the Board's random continuing education audit you will be notified and you will be required to submit your continuing education documentation at that time. It is recommended that you keep your continuing education documentation organized and easily accessible in case you are audited.

Additionally, it is not required that continuing education be APA accredited.

5. AM I REQUIRED TO SUBMIT DOCUMENTATION OF MY CONTINUING EDUCATION WHEN I RENEW MY LICENSE?

No, you should not submit documentation of your continuing education with your license renewal. If you are selected to participate in the Board's random continuing education audit you will be notified and you will be required to submit your continuing education documentation at that time. It is recommended that you keep your continuing education documentation organized and easily accessible in case you are audited.

Please note that although you are not required to submit documentation of your continuing education, Board rule requires you to submit the Summary of Continuing Education form with the renewal application.

6. IF I COMPLETE MORE THAN THE REQUIRED 40 HOURS CAN I APPLY THE EXCESS CONTINUING EDUCATION HOURS TO MY NEXT RENEWAL CYCLE?

No, Board rule states that no continuing education hours may be carried over to the next licensing period.

7. WHAT IF I AM UNABLE TO COMPLETE MY REQUIRED CONTINUING EDUCATION BEFORE MY RENEWAL DEADLINE?

If you are unable to complete your required continuing education by your renewal deadline you may request an extension of time to complete your continuing education requirements. Please be advised that the extension request must be for good cause. Board Rule outlines good cause as follows:

- Illness or injury of the licensee or a close family member
- Death of a close family member
- Birth or adoption of a child
- Military service
- Relocation
- Natural disaster
- Financial hardship
- Residence in a foreign country for at least 12 months of the license period

To request an extension, it is recommended that you submit a written request detailing the reason for your request to the Board office. Your request can be sent at the same time that you submit your renewal. Your extension request must be reviewed and approved by the Board, therefore, it is recommended that you submit your request and renewal at least one to two months in advance of your renewal deadline.

8. WHAT TYPE OF DOCUMENTATION IS ACCEPTABLE FOR CONTINUING EDUCATION?

Board rule outlines the acceptable documentation as follows:

- A certificate of attendance or completion
- Statement signed by the provider verifying participation in the activity
- Copy of transcript of course completed
- Documents indicating a licensee's participation as an elected officer or appointed member
- As attestation signed by all participants of a study group that includes a description of the activity, subject covered, dates, and number of hours.

9. DOES TEACHING COUNT TOWARD CONTINUING EDUCATION REQUIREMENTS?

Yes, Board rule states that a licensee can apply teaching experience toward the continuing education requirement as long as it is a graduate-level course in applied psychology at a university or college that is regionally accredited. A licensee who teaches a graduate-level course in applied psychology receives the same number of continuing education hours as number of classroom hours for those who take the graduate-level course.

10. CAN I RECEIVE CONTINUING EDUCATION BY ATTENDING A BOARD MEETING?

Yes, the Board offers continuing education to licensee's that attend an **In-Person** Board meeting. A licensee can receive up to six hours for attending an In-Person Board meeting. In order to receive six hours of continuing education, the licensee must attend the morning and afternoon session of the Board meeting. A licensee who attends only the morning session or only the afternoon session can receive up to three hours of continuing education. A maximum of 10 hours of continuing education for attending a Board meeting can be counted toward the 40 hour requirement. The continuing education received for attending a Board meeting counts toward the ethics requirement. A licensee that is the subject of a Complaint does not receive continuing education for attending the Board meeting in which the Complaint is being reviewed.