DIVISION 40 - CONTINUING EDUCATION

858-040-0015 Basic Requirements

(1) Licensees must earn at least 40 continuing education credits during the period between license renewals. Continuing education credit must be reported as follows:

(a) Licensees must submit a Renewal Notice and Reporting Affidavit to the Board office with the fee on or before the due date printed on the notice.

(b) An unsigned or incomplete Renewal Notice and Reporting Affidavit shall be returned to the licensee.

(2) New Licensees. There is no continuing education reporting required for individuals licensed twelve months or less on their first renewal date.

(3) All active and semi-active licensees must complete four hours of professional ethics and/or Oregon State laws and regulations related to the practice of psychology in each reporting period.

(4) All active and semi-active licensees must complete a minimum of seven hours of continuing education dedicated to the topic of pain management. This is a one-time requirement.

(a) One hour must be a course provided by the Oregon Pain Management Commission.

(b) The pain management requirement must be reported within twenty-four months of the first Renewal Notice and Affidavit.

(5) All active and semi-active licensees must complete four hours of continuing education dedicated to the topic of cultural competency in each reporting period. *** Even-numbered licensees do not need to report Cultural Competency CE for the 2016 Audit… this requirement begins with renewals due 1/1/16 and later. ***

(6) No continuing education reporting is required for licensees requesting a change from active or semi-active to inactive status.

(7) No continuing education reporting is required for inactive licensees.

(8) The Board may grant exemptions in whole or in part from continuing education requirements, including extension of deadlines, in documented hardship cases.

858-040-0025 Continuing Education Reporting

(1) Before a license will be renewed under ORS 675.110, a licensee must submit a Renewal Notice and Reporting Affidavit.
(2) A copy of the Renewal Notice and Reporting Affidavit is available on the Board’s website.

(3) Renewal Notice and Reporting Affidavits must be postmarked by the due date printed on the notice. Burden of proof of mailing is on the licensee.

858-040-0026 Continuing Education Random Audit

(1) The Board will conduct a random audit of continuing education compliance each year. Audited licensees will be notified by letter and given 60 days to respond. Submissions must be postmarked by the stated due date to be considered timely. Licensee holds the burden of proof of mailing.

(2) Unless the licensee is contacted for an audit, evidence of completion should not be sent to the Board, but must be retained by the licensee for two years after the reporting period.

(3) To obtain credit during an audit, the following information must be typed or printed provided in legible form on the Board’s Continuing Education Audit Report:

(a) Activity title for multi-session or multi-day activities, titles of separate sessions attended;

(b) Dates attended, including month, day, and year;

(c) Organization sponsoring the program;

(d) Full name and degree of qualified instructor or discussion leader;

(e) Hours claimed according to OAR 858-040-0055.

(f) To obtain credit for writing published articles and books, the following information must be provided on the Continuing Education Audit Report as follows:

(A) Publisher;

(B) Title of publication;

(C) Dates of publication; and

(D) Hours claimed according to OAR 858-040-0055.

(4) If a licensee fails to provide adequate documentation or submits an incomplete Audit Report, the licensee shall be so notified and granted a period of 30 days to provide the missing information.
858-040-0035 Programs Which Qualify for Continuing Education Credit

Policy. Acceptable continuing education must be a learning activity which contributes directly to the professional competence of the licensee.

(1) Program Prerequisites. Continuing Education programs shall qualify for credit if:

(a) The subject matter deals primarily with substantive psychological issues, skills or Oregon laws, rules and ethical standards related to one's role as a psychologist or psychologist associate.

(b) The program is conducted by a qualified instructor or discussion leader. A qualified instructor or discussion leader is a person whose background, training, education, or experience makes it appropriate for the person to make a presentation or lead a discussion on the subject matter; and

(c) A record of attendance, such as a certificate of completion, is obtained.

(2) Qualifying Programs. The following shall qualify for continuing education credit, provided that they comply with all other CE requirements:

(a) Substantive professional development programs of recognized mental health organizations;

(b) University or college courses taken at accredited universities and colleges. Each classroom hour shall equal one qualifying hour;

(c) Formally organized work place educational programs;

(d) Formally organized study groups that comply with the following;

(A) At least two other mental health professionals attend;

(B) The study group prepares and preserves a syllabus of meeting dates and study topics in advance;

(C) A record is kept of each study group meeting. The record must include the names of the participants present, the subject matter and references which relate to any written material utilized; and

(e) Supervision or Consultation Received for a fee from an Oregon licensed Psychologist.

(A) Credit shall be given only to the licensee receiving supervision or consultation, not to the licensee providing supervision or consultation.

(B) No credit shall be given to licensees receiving supervision to fulfill licensure or discipline requirements.
(f) Home Study including internet and tele-courses.

(g) Published articles and books authored or co-authored by the licensee.

(h) Lecturer: Service as an instructor, discussion leader, or speaker.

(A) Lecturer credit may be claimed for work that is either paid or unpaid.

(B) Lecturer credit shall be allowed for the first time a course is taught. No credit shall be allowed for repeat presentations unless an instructor can demonstrate that the program content was substantially changed and such change required significant additional study or research.

(i) Service as an Oregon Board of Psychologist Examiners member or committee volunteer.

(j) Ethics Committee meetings of professional associations.

(k) Formal trainings on office records organization, records maintenance and security procedures, or billing software instruction.

(l) Reading articles from peer-reviewed journals. ***Credit may not be claimed for reading journal articles prior to January 1, 2015***

858-040-0036 Programs Which Do Not Qualify for Continuing Education Credit

(1) Marketing; investments; and practice building strategies.

(2) Yoga; therapeutic massage;

(3) Non-Clinical administrative staff meetings;

(4) Word processing computer skills;

(5) Therapies which are not widely recognized as within the scope of practice of psychology, through research or scientifically demonstrated clinical effectiveness.

858-040-0055 Credit Hours Granted

(1) Credit shall be given for actual hours attended.

(2) Credit shall be given for no more than 20 hours of continuing education for home study and study group hours combined in each reporting period.
(3) An instructor, discussion leader, or speaker shall be given two hours of credit for preparation for each hour of presentation time, and one hour of credit for each hour of presentation time.

(4) Credit shall be given for no more than 20 hours of continuing education for service as an instructor, discussion leader, or speaker and published material combined in each reporting period.

(5) One hour of continuing education credit shall be given for reading four peer-reviewed articles. Credit shall be given for no more than four hours (16 articles) of reading in each reporting period. No more than two hours of reading may be used to fulfill the professional ethics continuing education requirement, and no more than two hours of reading may be used to fulfill the one-time pain management continuing education requirement.

858-040-0065 Evidence of Completion

(1) Evidence of completion must be retained by the licensee for a minimum of two years after the reporting period.

(2) Responsibility for documenting the acceptability of the program and the validity of credit rests with the licensee.

(3) The following shall constitute evidence of completion:

(a) For academic credit: a copy of a transcript showing satisfactory completion of the course.

(b) For professional development or workplace educational programs: a certificate of attendance. A copy of a paid receipt showing licensee’s name as the payor, along with a conference brochure, workshop flier or program schedule, may serve as evidence of completion for no more than eight hours of continuing education credit. Documentation must at minimum show the qualified instructor(s)’s name and degree, date, start and end time, and subject matter of the program.

(c) For home study programs: written evidence of completion from the sponsor.

(d) For formally organized study groups: a copy of the study group meeting record.

(e) For consultation or supervision received: copies of a cancelled check or a signed verification by the psychologist providing services.

(f) For authoring published material or reading journal articles: a copy of pertinent pages of the material showing the article/chapter title (if applicable), book/journal name, author(s), and date of publication.
(g) For lecturer credit: a copy of the course syllabus, conference brochure, workshop flier, program schedule or signed verification from the sponsor. Documentation must at minimum show the licensee’s name as the lecturer, date, start and end time, and subject matter.

858-040-0070 Failure to Comply

(1) A Renewal Notice and Reporting Affidavit shall be deemed timely if it is postmarked by the stated due date of the reporting year. Burden of proof of mailing is on the licensee.

(2) A licensee whose Renewal Notice and Reporting Affidavit is not postmarked by stated due date shall pay a delinquent fee.

(3) An individual whose license has lapsed for failure to submit a complete Renewal Notice and Reporting Affidavit and delinquent fee within 30 days after the due date must re-apply for licensure.

(4) Failure to comply or misrepresentation of compliance is grounds for disciplinary action.

(5) An individual whose license has been revoked for noncompliance of continuing education requirements must re-apply for licensure.

(6) A licensee selected for the continuing education random audit who responds after the stated due date is subject to disciplinary action, to include but not limited to the following sanction:

(a) Up to 30 days late: $200 delinquent fee.

(b) Up to 60 days late: $300 delinquent fee.

(c) Failure to respond after 60 days late: $500 delinquent fee and the licensee's license will be suspended until the licensee provides a complete response documenting the licensee's compliance with the continuing education requirements.

(7) A licensee selected for the continuing education random audit whose hours are deficient, including a licensee's failure to submit complete documentation, is subject to disciplinary action, to include but not limited to the following sanction:

(a) Deficiency of 1 to 10 hours: $250 fine.

(b) Deficiency of 11 to 20 hours: $500 fine.

(c) Deficiency of 21 to 30 hours: $750 fine.

(d) Deficiency of 31 to 40 hours: $1000 fine.
(e) A licensee found to be deficient will be given 30 days to complete the deficient hours. Hours made up may not be double counted towards a subsequent reporting period.

(A) If the licensee fails to complete the deficient hours within 30 days, an additional $250 fine will be assessed, and licensee may be subject to further disciplinary action.

(B) If the licensee fails to complete the deficient hours within 90 days, the licensee’s license will be suspended for a minimum of 60 days.