

**DIVISION 40  
CONTINUING EDUCATION**

**858-040-0015 Basic Requirements**

**858-040-0025 Controls and Reporting Information on Continuing Education (CE) Form**

**858-040-0035 Programs That Qualify for Continuing Education Credit**

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

**858-040-0055 Credit Hours Granted**

**858-040-0065 Evidence of Completion for Random Audit**

**858-040-0075 Verification (Random Audit)**

**858-040-0085 Reinstatement Requirements/Inactive to Active Status**

**858-040-0095 Failure to Comply**

**858-040-0015 Basic Requirements**

- (1) A licensee must earn at least 50 continuing education credits during two consecutive calendar years. Continuing education credit must be reported as follows:
    - (a) Licensees with even-numbered licenses must submit continuing education credit on or before December 31 of each even-numbered calendar year; and
    - (b) Licensees with odd-numbered licenses must submit continuing education credit on or before December 31 of each odd-numbered year.
  - (2) No continuing education report is required for licensees licensed less than one full calendar year on their first reporting year date. Licensees licensed less than two full calendar years on the reporting date must submit 25 hours of continuing education with a minimum of four hours in ethics.
  - (3) To be eligible for credit, hours must be completed during the two-year period immediately preceding the renewal date.
  - (4) All active licensees must complete a minimum of four hours of continuing education dedicated to the topic of the professional ethics of licensed psychologists in each reporting period.
  - (5) All active licensees must complete a minimum of seven hours of continuing education dedicated to the topic of pain management.
    - (a) One of the seven hours must be a course specific to Oregon provided by the Pain Management Commission of the Department of Human Services.
    - (b) The pain management requirements must be completed:
      - (A) Within 24 months of January 2, 2006, or
      - (B) Within 24 months of the first license renewal after January 2, 2006.
  - (6) No continuing education report is required for licensees requesting approval of change from active to inactive status. A licensee seeking inactive status may file a continuing education report with the Board.
  - (7) The Board may grant exemptions in whole or part from continuing education requirements, including extension of deadlines, in documented hardship cases.
- Stat. Auth.: ORS 675.110  
Stats. Implemented: ORS 675.110(14)  
Hist.: BPE 2-1999, f. & cert. ef. 7-6-99; BPE 2-2002, f. & cert. ef. 2-27-02. BPE 8-2004, F & cert. ef. 8-30-04; BPE 2-2008, f. & cert. ef. 3-26-2008.

### **858-040-0025 Controls and Reporting Information on Continuing Education (CE) Form**

- (1) Before a license will be renewed under ORS 675.110 in the licensee's reporting year, a licensee must file an acceptable CE report including a signed statement attesting to the truth and accuracy of the CE report on a form prescribed by the Board.
  - (a) A copy of the CE form is available on the Board's website at [www.obpe.state.or.us](http://www.obpe.state.or.us).
  - (b) An e-mail copy of the form may be obtained by e-mailing a request for the form to the Board's email address at [oregon.bpe@state.or.us](mailto:oregon.bpe@state.or.us).
  - (c) A paper copy of the form may be obtained by sending a stamped, self-addressed envelope to the Board's office with a request for the form.
- (2) **Certification Page.** The signed certification page must list the number of credits claimed by program code, and must indicate the total number of credits claimed. Ethics credits must be listed only in the "E" code section, not in Q, C, H, S, L, P, or PM code sections on the certification page.
- (3) **Detail Pages.** To obtain credit, the following information pertaining to the continuing education program must be provided in legible form on the detail pages of the CE reporting form:
  - (a) Title of programs in chronological order with brief description of content if title does not indicate content. For multi-day programs, titles of separate sessions attended (with required information specified in (b) through (f) below) must appear on the CE form;.
  - (b) Dates attended, including month, day, and year;
  - (c) School, clinic, or organization conducting the program (the "Sponsor");
  - (d) Full name and degree of qualified instructor;
  - (e) Program Codes. [See 858-040-0035(4)] Detail pages listing programs for ethics credit must have two code designations for each program for which ethics credit is claimed: E plus the program code Q, C, H, S, L, P, PM.
  - (f) Hours claimed: See 858-040-0055.
  - (g) **To obtain credit for writing published articles and books**, the following information must be provided on the CE form:
    - (A) Publisher;
    - (B) Title of publication;
    - (C) Brief description of content;
    - (D) Dates of publication; and
    - (E) Program code: See 858-040-0035(4)
    - (F) Hours claimed: See 858-040-0055.
- (4) Certificates of completion should not be sent to the Board with the CE report, but must be retained by licensee for two years after the reporting period.
- (5) CE reports may be either mailed or faxed to the Board's Salem office, but must be postmarked by December 31 of the reporting year to be timely. Burden of proof of mailing is on the licensee.

Stat. Auth.: ORS 675.110

Stats. Implemented: ORS 675.110(14)

Hist.: BPE 2-1999, f. & cert. ef. 7-6-99; BPE 2-2002, f. & cert. ef. 2-27-02; BPE 2-2008, f. & cert. ef. 3-26-2008.

### **858-040-0035 Programs That Qualify for Continuing Education Credit**

- (1) **Policy.** The overriding consideration in determining whether a specific program qualifies as acceptable continuing education is that it be a formal program of learning which contributes directly to the professional competence of the licensee. It is the obligation of each licensee to select a course of study which will contribute to his or her professional competence as a licensed psychologist or licensed psychologist associate. Fulfillment of continuing education requirements is viewed as one necessary vehicle for maintaining standards of professional practice and for assuring the public of a high standard of psychological services.
- (2) **Acceptable Subject Matter.** The continuing education activity must deal primarily with substantive psychological issues, psychological skills or laws, rules and ethical standards related to one's role as a licensee. In addition, the Board may approve continuing education activities from other professional groups or academic

disciplines if the licensee demonstrates that the activity is directly applicable to the licensee's practice. The responsibility for substantiating that a particular program is acceptable and meets the requirements rests solely with the licensee.

- (3) Program Prerequisites.** Continuing education programs shall qualify only if:
- (a) A description of the program is prepared in advance and preserved;
  - (b) A record of attendance is maintained; and
  - (c) 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 lead a discussion on the subject matter of the particular program.
- (4) Qualifying Programs and Reporting Codes.** The following programs shall qualify for continuing education credit provided they comply with the following and all other CE requirements:
- (a) Substantive professional development programs of recognized mental health organizations (Q);
  - (b) University or college courses (Q):
    - (A) Credit courses. Each semester hour credit shall equal 15 hours toward the requirement. Each quarter hour credit shall equal 10 hours.
    - (B) Non-credit short courses. Each classroom hour shall equal one qualifying hour.
  - (c) Formally organized work place educational programs (Q);
  - (d) Formally organized study groups that comply with the following requirements (S):
    - (A) At least three other psychologists or mental health professional attend the activity;
    - (B) The study group prepares and preserves a syllabus of meeting dates and study topics in advance;
    - (C) Attendance at each meeting is taken and preserved;
    - (D) The study group designates an individual to serve as the recorder of the minutes;
    - (E) Minutes are kept of each study group meeting and are available to the Board upon request. The minutes must include the names of the participants present, the subject matter and references which relate to any written material utilized, and a discussion outline;
  - (e) Received Supervision or Received Consultation for a fee (C):
    - (A) Supervision or Consultation must be from a Qualified Instructor who is also a Psychologist licensed in accordance with ORS 675.030.
    - (B) Report must include the specific dates of supervision or consultation and the subject matter specifically discussed at each meeting.
    - (C) Credit shall be given only to the licensee paying for supervision or consultation, not to the licensee providing supervision or consultation.
    - (D) No credit shall be given to licensees receiving supervision to fulfill licensure requirements.
  - (f) Home Study courses (H).
  - (g) Published articles and books (P) on substantive psychological issues;
  - (h) Service as Lecturer, Discussion Leader, or Speaker (L):
    - (A) Credit as an instructor, discussion leader, or speaker shall be allowed for any meeting or engagement provided that the session is one which would otherwise meet the continuing education requirements of the participants.
    - (B) Credit under this subsection may only be claimed for work that is voluntary and unpaid, except for expenses.
    - (C) 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.
    - (D) Credit for licensees attending not as instructors, discussion leaders, or speakers shall be limited to the actual meeting time.
  - (i) Ethics (E) [See 858-040-0015(4)].
  - (j) Item Writers for Board's jurisprudence examination (?).
  - (l) Ethics Committee meetings of professional associations (S).
  - (m) Pain Management.

Stat. Auth.: ORS 675.030, 675.040, 675.045, 675.050, 675.065 & 675.110 Stats.Implemented: ORS 675.030, 675.040, 675.045, 675.050, 675.065 & 675.110 Hist.: BPE 2-1999, f. & cert. ef. 7-6-99; BPE 2-2002, f. & cert. ef. 2-27-02; BPE 4-2002, f. & cert. ef. 10-11-02; BPE 2-2008, f. & cert. ef. 3-26-2008.

#### **858-040-0036 Programs That Do Not Qualify for Continuing Education Credit**

- (1) Marketing; investments; office organization; office procedures; office staff training;
- (2) Yoga; therapeutic massage;
- (3) Administrative staffing meetings;
- (4) Computer skills;
- (5) Managed Care and Health Maintenance Organization requirements (i.e., utilization review committee participation, record managements, etc.);
- (6) Practice building strategies; and
- (7) Certain non-traditional therapies which are not widely recognized as within the scope of usual/effective practice (i.e. aromatherapy, thought-field therapy, astrological readings and rebirthing). However, as innovative therapies become accepted due to research or demonstrated clinical effectiveness, the Board may choose to accept formerly non-acceptable trainings.

Stat. Auth.: ORS 675.110

Stats. Implemented: ORS 675.110(14)

Hist.: BPE 2-2002, f. & cert. ef. 2-27-02, renumbered from 858-040-0035; BPE 2-2008, f. & cert. ef. 3-26-2008.

#### **858-040-0055 Credit Hours Granted**

- (1) Credit shall be given for actual hours attended.
- (2) Student hours devoted to preparation do not qualify for credit.
- (3) Travel time does not qualify for credit.
- (4) Credit shall not be given for more than 25 hours of continuing education credit in a reporting period for home study and study group hours combined.
- (5) An instructor, discussion leader, or speaker shall be given two hours of credit for subject preparation for each hour of presentation time, plus one additional hour of credit for each hour of actual presentation time. For example, a qualified instructor who conducts a one hour qualified program shall be given credit of three hours; a qualified instructor who conducts a one and one-half hour qualified program shall be given credit of four and one-half hours.
- (6) Credit shall not be given for more than 25 hours of continuing education credit in a reporting period for lectures (preparation and teaching) and published material combined.
- (7) Volunteer Item Writers for the Board's written jurisprudence examinations shall be given one continuing education credit for each clock hour worked.

Stat. Auth.: ORS 675.110

Stats. Implemented: ORS 675.110(14)

Hist.: BPE 2-1999, f. & cert. ef. 7-6-99; BPE 2-2002, f. & cert. ef. 2-27-02; BPE 2-2008, f. & cert. ef. 3-26-2008.

#### **858-040-0065 Evidence of Completion for Random Audit**

- (1) Responsibility for documenting the acceptability of the program and the validity of credit rests with the licensee.
- (2) Licensee must retain documentation for a period of two years after the reporting period.
- (3) The following shall constitute evidence of completion if they satisfy requirements of 858-040-0025:
  - (a) For courses taken for academic credit from accredited universities and colleges: a copy of a transcript showing satisfactory completion of the course;
  - (b) For non-academic courses taken, a certificate of attendance;
  - (c) For formal individual home study programs, written evidence of completion from the sponsor;
  - (d) For formally organized study groups, a copy of the study group syllabus, and the recorder's study group meeting minutes;
  - (e) For consultation or supervision, copies of cancelled checks, or signed verification by the psychologist providing services; and
  - (f) For published material, a copy of pages of the material showing title, author, and date of publication.

Stat. Auth.: ORS 675.110

Stats. Implemented: ORS 675.110(14)

Hist.: BPE 2-1999, f. & cert. ef. 7-6-99; BPE 2-2002, f. & cert. ef. 2-27-02; BPE 2-2008, f. & cert. ef. 3-26-2008.

#### **858-040-0075 Verification (Random Audit)**

The Board shall verify information submitted by licensees on a random basis. If a CE report is not approved, the licensee shall be so notified and shall be granted a period of time by the Board in which to correct the deficiencies noted.

Stat. Auth.: ORS 675.110

Stats. Implemented: ORS 675.110(14)

Hist.: BPE 2-1999, f. & cert. ef. 7-6-99; BPE 2-2002, f. & cert. ef. 2-27-02; BPE 2-2008, f. & cert. ef. 3-26-2008.

#### **858-040-0085 Reinstatement Requirements/Inactive to Active Status**

- (1) A person who applies to reinstate a license to practice psychology must comply with the appropriate continuing education requirements set forth in this rule prior to reinstatement. Application must be made on a form provided by the Board.
- (2) A person who applies for reinstatement from inactive to active status within the two-year renewal period immediately following when the license was placed on inactive status must report, with the application for active license, the number of hours of qualifying continuing education credit required to renew the license on the person's normal reporting schedule.
- (3) A person who applies for reinstatement to active status after two years and less than five years after the license was placed on inactive status must:
  - (a) Report with the application fifty (50) hours of qualifying continuing education credit, including 4 hours of ethics credit, and 7 hours of pain management education completed within the 24-month period immediately preceding the date of application; and
  - (b) Comply with continuing education requirements on a pro rata basis computed at 2 hours per month from the date of reinstatement to the end of the renewal period in which reinstatement occurs.
- (4) A person who applies for reinstatement to active status more than 5 years after the license was placed on inactive status must:
  - (a) Report with the application fifty (50) hours of qualifying continuing education credit, including 4 hours of ethics credit, and 7 hours of pain management education completed within the 24-month period immediately preceding the date of the application; and
  - (b) Comply with continuing education requirements on a pro rata basis computed at two hours per month from the date of reinstatement to the end of the renewal period in which reinstatement occurs.
- (5) A person whose license to practice psychology is suspended under ORS 675.110 and whose license is subsequently reinstated by the Board must meet the reinstatement requirements set forth in this rule.

Stat. Auth.: ORS 675.110

Stats. Implemented: ORS 675.110(14)

Hist.: BPE 2-1999, f. & cert. ef. 7-6-99; BPE 2-2002, f. & cert. ef. 2-27-02; BPE 2-2008, f. & cert. ef. 3-26-2008.

#### **858-040-0095 Failure to Comply**

- (1) A CE report shall be deemed timely if it is postmarked by December 31 of the reporting year and if it is acceptable.
- (2) A licensee whose CE report is untimely shall pay a delinquent fee of \$200; and
- (3) A licensee who submits an unacceptable CE report by December 31 shall have until January 31 of the year immediately following the reporting year to submit an acceptable report to avoid suspension or revocation of the license.
- (4) CE reports must be postmarked by the date specified in this rule. Burden of proof of mailing is on licensee.

(5) To be licensed again, an individual whose license has been revoked for noncompliance of CE requirements must submit a standard application for licensure, pay the application fee, and meet all current licensure requirements.

Stat. Auth.: ORS 675.110

Stats. Implemented: ORS 675.110(14)

Hist.: BPE 2-1999, f. & cert. ef. 7-6-99; BPE 1-2001(Temp), f. & cert. ef. 8-31-01 thru 2-27-02; BPE 2-2002, f. & cert. ef. 2-27-02. BPE 8-2004, F & cert. ef 8-30-04; BPE 2-2008, f. & cert. ef. 3-26-2008.