

Chapter Psy 4

REQUIREMENTS FOR RENEWAL

Psy 4.01 Biennial renewal.
Psy 4.02 Continuing education.

Psy 4.03 Reinstatement of a lapsed license.

Psy 4.01 Biennial renewal. On or before September 30 of the odd-numbered year following issuance of the license, the licensee shall apply for renewal to the department and submit the fee specified in s. 440.05 (3), Stats., and shall meet the continuing education requirements specified in s. Psy 4.02.

History: Cr. Register, September, 1991, No. 429, eff. 10-1-91.

Psy 4.02 Continuing education. (1) **REQUIREMENTS FOR CONTINUING EDUCATION.** (a) Unless granted a postponement or waiver under par. (g), every licensee shall complete at least 40 hours of board-approved continuing education in each biennial registration period, as specified in s. 455.06, Stats. The board may require that not more than 20 continuing education hours in each biennial registration period be acquired within specified topic areas.

(b) Continuing education hours may apply only to the registration period in which the hours are acquired. If a license has been allowed to lapse, the board may grant permission to apply continuing education hours acquired after lapse of the license to a previous biennial period of licensure during which required continuing education was not acquired. In no case may continuing education hours be applied to more than one biennial period.

(c) To meet the continuing education requirement, a licensee shall submit to the board a certificate of attendance.

(d) Unless granted a postponement or waiver under par. (g), a licensee who fails to meet the continuing education requirements by the renewal deadline shall cease and desist from practice.

(e) During the time between initial licensure and commencement of a full 2-year licensure period new licensees shall not be required to meet continuing education requirements.

(f) Applicants from other states applying under s. 455.04 (1) (e) or (4) (f), Stats., shall submit proof of completion of at least 40 hours of continuing education approved by the board within 2 years prior to application.

(g) A licensee may apply to the board for a postponement or waiver of the requirements of this section on grounds of prolonged illness or disability, or on other grounds constituting extreme hardship. The board shall consider each application individually on its merits, and the board may grant a postponement, partial waiver or total waiver as deemed appropriate.

(h) The board may grant an exemption from the requirements of this section to a licensee who certifies to the board that he or she has permanently retired from the active practice of psychology.

(i) A licensee who has been granted an exemption from the requirements of this section based on retirement from the active practice of psychology may not return to the active practice of psychology without submitting evidence satisfactory to the board of having completed at least 40 credits of continuing education for each of the biennia during which the licensee was granted an exemption.

(2) **APPROVAL OF CONTINUING EDUCATION PROGRAMS SUBMITTED BY SPONSORS.** (a) To apply for approval of a continuing education program, a sponsor shall submit to the board the title, a general description and outline of the program, the learning objectives of the program, the target participants and intended

audience, a copy of the program evaluation form or a description of the evaluation plan, the dates, the location, and the name and qualifications of the instructor of the program.

(b) An application for a continuing education program shall be approved if all of the following criteria are met:

1. The subject matter is psychology or relevant to the practice of psychology.

2. The sponsor agrees to monitor the attendance and furnish to each participant a certificate of attendance.

3. The program has a competent sponsor as approved by the board.

(c) A separate application shall be submitted for each continuing education program approval request.

(d) Continuing education programs may include subject matter other than psychology; however, only the parts of the program that are psychology or relate to the practice of psychology shall be eligible for credit, if approved by the board.

(e) Decisions for board approval shall be made within 60 days of the board meeting following receipt of the request.

(f) Continuing education programs and courses sponsored or co-sponsored by a presenter approved by the committee for the approval of continuing education sponsors of the American psychological association are acceptable to the board and need not be submitted to the board for approval.

(3) **APPROVAL OF CONTINUING EDUCATION PROGRAMS SUBMITTED BY LICENSEES.** To obtain approval of a continuing education program for which the sponsor has not sought approval, a licensee shall submit to the board information including the title, general description and outline of the program, the learning objectives of the program, the target participants and intended audience, a copy of the program evaluation form or a description of the evaluation plan, the dates, the location, and the name and qualifications of the instructor of the program.

(4) **APPROVAL OF SELF-DEVELOPED CONTINUING EDUCATION PROGRAMS.** (a) The board shall consider granting continuing education credit for self-developed programs, including psychology courses and seminars taught for the first time, study groups, and relevant readings and writings.

(b) An application for a self-developed continuing education program shall include the following information as applicable:

1. An explanation of the manner in which the self-developed program is relevant to the licensee's professional practice of psychology.

2. For courses and seminars taught, the title of the program, a general description and outline of the program, the learning objectives of the program, the target participants and intended audience, a copy of the program evaluation form or a description of the evaluation plan, the initial presentation date and the location.

(5) **APPROVAL OF UNCOMPENSATED EVALUATION ASSISTANCE SERVICES.** (a) The board shall accept for continuing education credit voluntary, uncompensated services provided by psychologists in assisting the department of health and family services in the evaluation of community outpatient mental health programs, as defined in s. 51.01 (3n), Stats., and approved by the department

of health and family services according to rules promulgated under s. 51.42 (7) (b), Stats. Four hours of assistance, including hours expended in necessary training by the department of health and family services, shall be deemed to equal one hour of acceptable continuing education for the purposes of this section.

(b) Psychologists wishing to apply for continuing education credit under this subsection shall register in advance with the board, and shall notify the board on forms provided by the board of the dates and the total number of hours in any biennium for which the applicant will be available to provide assistance. The board shall make referrals to the department of health and family services in the order received pursuant to requests for assistance received by the board from that department.

Note: Forms are available upon request to the board office located at 1400 East Washington Avenue, P.O. Box 8935, Madison, WI 53708.

(6) **LIMITATION ON CREDIT.** The board may grant no more than 20 hours of continuing education credit per biennium for self-developed continuing education programs, no more than 20 hours of credit for uncompensated evaluation assistance services, no more than 20 hours of credit for any combination of self-developed continuing education programs and uncompensated evaluation assistance services, and no more than 20 hours of credit within any specific continuing education program.

History: Cr. Register, September, 1991, No. 429, eff. 10-1-91; cr. (5), (6), Register, October, 1995, No. 478, eff. 11-1-95; am. (1) (a), (b) and (d), (2) (a) and (3), cr. (1) (g) to (i), (2) (f) and (4), Register, February, 1996, No. 482, eff. 3-1-96; r. (4) (c), am. (6), Register, December, 1997, No. 504, eff. 1-1-98; corrections in (5) made under s. 13.93 (2m) (b) 6., Stats., Register, December, 1997, No. 504.

Psy 4.03 Reinstatement of a lapsed license. Failure to renew a license by September 30 of odd-numbered years shall cause the license to lapse. A licensee who allows the license to lapse may apply to the board for reinstatement of the license as follows:

(1) If the licensee applies for renewal of the license less than 5 years after its expiration, the license shall be renewed upon payment of the renewal fee and fulfillment of the continuing education requirements.

(2) If the licensee applies for renewal of the license more than 5 years after its expiration, the board shall make an inquiry as it finds necessary to determine whether the applicant is competent to practice as a psychologist or private practice school psychologist in this state, and shall impose any reasonable conditions on reinstatement of the license that the board considers appropriate. An applicant under this subsection is presumed to be competent to practice as a psychologist or private practice school psychologist in this state if at the time of application the applicant is licensed by a similar examining board of another state or territory of the United States or of a foreign country or province whose standards, in the opinion of the board, are equivalent to or higher than the requirements for licensure as a psychologist under s. 455.04 (1), Stats., or as a private practice school psychologist under s. 455.04 (4), Stats. Notwithstanding any presumption of competency under this subsection, the examining board shall require each applicant under this subsection to pass the appropriate examination specified under s. 455.045 (1) (b) or (2) (b), Stats.

History: Cr. Register, September, 1991, No. 429, eff. 10-1-91; am. Register, November, 1992, No. 443, eff. 12-1-92.