

## 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) Every licensee shall complete at least 40 contact hours of board-approved continuing education in each biennial registration period, as specified in s. 455.06, Stats.

(b) Continuing education hours may apply only to the biennial registration period in which the continuing education hours are acquired, unless permission has been granted by the board to apply contact hours to the previous biennium to satisfy requirements for reinstatement of a license that has been allowed to lapse.

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

(d) 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.

**(2) APPROVAL OF CONTINUING EDUCATION PROGRAMS.** (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 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.

(3) **APPROVAL OF ALTERNATE METHODS CONTINUING EDUCATION PROGRAMS.** To obtain approval of an alternate continuing education program, a licensee shall submit to the board information including the title, general description and outline of the program, the dates, the location, and the name and qualifications of the instructor of the program. Self-developed programs of continuing education will be considered.

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

**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. 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. If the licensee applies for renewal of the license more than 5 years after its expiration, the board shall make the inquiry authorized under s. 455.06 (2), Stats.

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