

1 Board of Psychology

2

3 Adopted Permanent Rules Relating to Continuing Education

4 Requirements

5

6 Rules as Adopted

7 7200.0100 DEFINITIONS.

8 [For text of subs 1 to 4, see M.R.]

9 Subp. 4a. **Continuing education.** "Continuing education"  
10 means a wide range of education and training activities designed  
11 to contribute to the development and enhancement of skills  
12 associated with professional practice in psychology. These  
13 skills include assessment, intervention, consultation,  
14 supervision, teaching, scholarly activity, and the application  
15 of ethical, legal, and quality assurance standards of  
16 professional practice. Unless otherwise stated, one continuing  
17 education hour equals 60 minutes. Credit is given in one-half  
18 hour increments to the nearest one-half or full hour.

19 [For text of subs 5 to 9, see M.R.]

20 Subp. 9a. **Sponsor.** "Sponsor" means a person or entity who  
21 organizes a continuing education activity. A sponsor may charge  
22 a fee for attendance at an activity and may be a licensee.

23 Subp. 9b. **Sponsored continuing education activity or**  
24 **sponsored activity.** "Sponsored continuing education activity"  
25 or "sponsored activity" means a continuing education activity  
26 organized for presentation to others.

27 [For text of subs 10 to 13, see M.R.]

28 7200.3400 RENEWAL DEADLINE.

29 Subpart 1. **Renewal date, information required.** The  
30 biennial renewal fee shall be remitted to the board postmarked  
31 on or before the last day of the last month during which the  
32 license is valid. The renewal fee shall accompany a completed  
33 notarized renewal application including a list of the continuing  
34 education activities since initial licensure or the preceding  
35 renewal, whichever applies, and an affirmation that the

1 statements on the renewal application are true and correct to  
2 the best knowledge and belief of the licensee. The continuing  
3 education list must include the names of the sponsors, the dates  
4 and title of the activity, and the number of hours credited.  
5 The license renewal certificate shall not be issued unless the  
6 licensee has demonstrated that the requirements of parts  
7 7200.3820 to 7200.3840 have been met. Each licensee is  
8 responsible for keeping documentation of the licensee's  
9 attendance at sponsored continuing education activities or  
10 completion of individually designed activities for two years  
11 after the renewal date.

12       Subp. 2. **Temporary renewal certificate.** If the licensee  
13 is unable to meet the continuing education requirement by the  
14 renewal date, the licensee may request a time-limited variance  
15 to fulfill the requirement after the renewal date. The variance  
16 request must meet the requirements of part 7200.6000, subpart 1,  
17 and include a written plan listing the activities, including the  
18 dates and the number of hours for each, offered to meet the  
19 requirement. Hours completed after the renewal date pursuant to  
20 the written plan shall count toward meeting only the  
21 requirements of the previous renewal period. A variance granted  
22 under this subpart expires six months after the renewal date.  
23 Upon board approval of the variance, and completion of all other  
24 requirements of subpart 1, the board shall issue a temporary  
25 renewal certificate that expires upon verification of completion  
26 of requirements or the end of the variance period, whichever  
27 comes first.

28 7200.3610 RELICENSURE FOLLOWING TERMINATION.

29       Subpart 1. **Relicensure requirements.** A former licensee  
30 whose license has been voluntarily terminated or terminated as  
31 provided in part 7200.3605 may be relicensed after complying  
32 with all laws and rules required of applicants for examination  
33 and licensure and verifying that the former licensee has not  
34 engaged in the private practice of psychology in this state  
35 since the date of termination. The verification must be

1 accompanied by a notarized affirmation that the statement is  
 2 true and correct to the best knowledge and belief of the former  
 3 licensee. The fee for relicensure following termination is the  
 4 licensure fee in effect at the time of application for  
 5 relicensure, and rules governing relicensure are the rules in  
 6 effect at the time the initial license was granted.

7       Subp. 2. **Continuing education requirements for**  
 8 **relicensure.** A former licensee seeking relicensure who holds a  
 9 license to practice in another state must provide verification  
 10 from the other state that the licensee has met the continuing  
 11 education requirements of the other state since termination of  
 12 the Minnesota license. A former licensee seeking relicensure  
 13 after license termination who has not held a license to practice  
 14 in any state since termination of the Minnesota license must  
 15 provide evidence of having completed at least 40 hours of  
 16 continuing education activities that meet the requirements of  
 17 parts 7200.3810 to 7200.3840.

18 7200.3810 PURPOSE OF CONTINUING EDUCATION.

19       The purpose of mandatory continuing education is to:

20       A. promote the health and well being of the residents  
 21 of Minnesota who receive services from licensees; and

22       B. promote the professional development of providers  
 23 of these services.

24       The continued professional growth and maintenance of  
 25 competence in providing psychological services are the ethical  
 26 responsibilities of each licensee.

27 7200.3820 CONTINUING EDUCATION REQUIREMENTS.

28       Except as provided in part 7200.3840, as a requirement for  
 29 license renewal, each licensee must have completed during the  
 30 preceding renewal period a minimum of 40 hours of continuing  
 31 education activities approved by the board according to part  
 32 7200.3830.

33 7200.3830 APPROVAL OF CONTINUING EDUCATION PROGRAMS ACTIVITIES.

34       Subpart 1. **Continuing education activities eligible for**

1 **approval.** The activities in items A to G are designated as  
2 sponsored activities that may be used to meet continuing  
3 education requirements, provided they meet the definition of  
4 continuing education in part 7200.0100, subpart 4a, and pertain  
5 to psychology or enhance psychological skills.

6           A. Developing and teaching an academic course in  
7 psychology in an institution accredited by a regional  
8 accrediting association. Continuing education hours may be  
9 earned only for the first time the licensee teaches the course.  
10 One academic credit, unit, or hour equals ten continuing  
11 education hours. Acceptable documentation is verification from  
12 the dean or head of the department of the institution that the  
13 licensee taught the course for the first time and of the number  
14 of credits, units, or hours assigned by the institution.

15           B. Completing satisfactorily a graduate level course  
16 in psychology offered by an institution accredited by a regional  
17 accrediting association. The course need not be submitted for  
18 prior approval by either the sponsor or the individual licensee.  
19 Acceptable documentation is an academic transcript showing  
20 graduate credits earned. One academic credit, unit, or hour  
21 equals 20 continuing education hours.

22           C. Developing a presentation for workshops, seminars,  
23 symposia, colloquia, invited speaker sessions, meetings of  
24 professional or scientific organizations, or postdoctoral  
25 institutes. Acceptable documentation is a printed program or  
26 agenda. One hour of development equals one continuing education  
27 hour and up to three hours of development time may be claimed  
28 for each hour of presentation. Continuing education hours may  
29 be earned only for development for the licensee's first  
30 presentation on the subject developed.

31           D. Authoring, editing, or reviewing a psychological  
32 publication. Continuing education hours may be earned only in  
33 the year of publication or first distribution. Acceptable  
34 documentation includes a publication cover sheet, masthead,  
35 table of contents, or marketing materials. The maximum hours  
36 earned are as follows:

1 (1) author of a professional or scientific book,  
2 40 hours;

3 (2) author of a professional or scientific book  
4 chapter or journal article, 20 hours;

5 (3) editor of a professional or scientific book,  
6 30 hours;

7 (4) editor of a professional or scientific  
8 journal, 30 hours;

9 (5) journal article review, one hour per  
10 manuscript; and

11 (6) other professional or scientific activities  
12 not covered in subitems (1) to (5), including preparation of  
13 products such as tests, videotaped materials, and computer  
14 programs. Up to 40 hours may be credited, the amount to be  
15 determined by the board using the amounts in subitems (1) to (4)  
16 as guidelines.

17 E. Attendance at workshops, seminars, symposia,  
18 colloquia, invited speaker sessions, postdoctoral institutes, or  
19 scientific or professional programs offered at meetings of  
20 local, state, regional, national, or international professional  
21 or scientific organizations, or audited graduate courses at an  
22 institution accredited by a regional accrediting association.  
23 Acceptable documentation includes a certificate of attendance or  
24 a transcript. For activities which do not provide a certificate  
25 of attendance or transcript, documentation includes a  
26 registration receipt with a printed program.

27 F. Completion of audio-visual or other home study  
28 courses. Acceptable documentation includes transcripts,  
29 personal notes, or posttests. Three hours of activity equals  
30 one continuing education hour.

31 G. Service on board oral examination panels. One day  
32 of service equals eight continuing education hours. Continuing  
33 education hours may be credited once per renewal period.

34 Subp. 2. Sponsor request for approval. A sponsor may  
35 request in writing board approval at any time for activities  
36 intended to meet continuing education requirements. The sponsor

1 shall be notified within 45 days after receipt of a request that  
 2 includes the information required in subpart 4 whether the  
 3 activity has been approved or denied. Materials advertising  
 4 approved activities may include the statement: "THIS PROGRAM  
 5 HAS BEEN APPROVED BY THE MINNESOTA BOARD OF PSYCHOLOGY FOR  
 6 (NUMBER) CONTINUING EDUCATION HOURS." Materials advertising  
 7 nonapproved activities may not include such a statement or  
 8 otherwise imply board approval. Violation of this subpart by a  
 9 sponsor who is a licensee is grounds for disciplinary action.

10 Subp. 3. **Licensee request for approval.** A licensee may at  
 11 any time request in writing the approval of activities sponsored  
 12 by other entities to meet the licensee's continuing education  
 13 requirements. The licensee shall be notified within 45 days  
 14 after receipt of a request that includes the information  
 15 required in subpart 4 whether the activity has been approved or  
 16 denied.

17 Subp. 4. **Information required for approval.** A request for  
 18 approval under subpart 2 or 3 must include the following  
 19 information:

- 20 A. the name and address of sponsor;
- 21 B. the names and credentials of instructors;
- 22 C. an outline of topics to be covered;
- 23 D. the number of hours of actual instruction;
- 24 E. the mechanism for monitoring and certifying  
 25 attendance;
- 26 F. the location at which the activity will be  
 27 conducted;
- 28 G. the date of the activity; and
- 29 H. a statement of the educational objectives,  
 30 expected outcomes, and targeted participants.

31 Materials advertising the activity must include the  
 32 information provided under this subpart exactly as stated in the  
 33 request for approval.

34 Subp. 5. **Approval of individually designed continuing**  
 35 **education activities.** A licensee may obtain a maximum of 15 of  
 36 the required 40 hours through individually designed continuing

1 education activities which do not include sponsored activities.  
2 A licensee may submit a written proposal at any time. The  
3 licensee shall be notified within 45 days after receipt of a  
4 proposal that includes the information required in this subpart  
5 whether the proposal has been approved or denied. The request  
6 must include the following:

7           A. the rationale for pursuing an individually  
8 designed activity;

9           B. specific goals and objectives, and an explanation  
10 of how the goals and objectives are related to the enhancement  
11 of the psychologist's professional skills;

12           C. an outline of the topics to be covered;

13           D. a description of resources and activities;

14           E. the proposed documentation of completion of  
15 activity, to be kept by the licensee through the following  
16 renewal period for random verification by the board; and

17           F. an estimate of time to be expended in the  
18 activity, and the number of continuing education hours  
19 requested, using the following guidelines: three hours of  
20 reading/study equals one continuing education hour; one hour of  
21 tutoring, consultation, or supervision received equals one  
22 continuing education hour.

23           Subp. 6. Criteria for approval. Approval of continuing  
24 education activities shall be based on the following criteria:

25           A. for sponsored activities, submission of the  
26 information required in subpart 4;

27           B. for individually designed activities, submission  
28 of the information required in subpart 5;

29           C. relevance to the practice of psychology or to the  
30 development of new professional skills of licensees;

31           D. relation of the proposed topics to the body of  
32 psychological knowledge; and

33           E. the qualifications of consultants, tutors,  
34 supervisors, instructors, and other individuals used as  
35 resources, and the relevancy of those qualifications to the  
36 topics presented.

1 7200.3840 CONTINUING EDUCATION HOURS FOR FIRST RENEWAL AFTER  
2 BEGINNING DATE.

3       Parts 7200.0100 to 7200.3840 are effective on the first day  
4 of the month following publication of their notice of adoption  
5 in the State Register. Continuing education requirements for  
6 the first renewal following the effective date are as follows:

7           A. for licensees whose renewal dates occur less than  
8 six months after the effective date, no continuing education  
9 hours;

10          B. for licensees whose renewal dates occur at least  
11 six months but less than one year after the effective date, ten  
12 continuing education hours;

13          C. for licensees whose renewal dates occur at least  
14 one year but less than 18 months after the effective date, 20  
15 continuing education hours; and

16          D. for licensees whose renewal dates occur at least  
17 18 months but less than two years after the effective date, 30  
18 continuing education hours.