

# CONTINUING EDUCATION FACT SHEET

## LICENSED CLINICAL PSYCHOLOGIST

- **DO NOT SUBMIT PROOF OF C.E. UNLESS SPECIFICALLY REQUESTED BY THE DEPARTMENT.**
- **YOU NEED NOT COMPLY WITH C.E. FOR THE FIRST RENEWAL OF LICENSE.**
- **YOU MAY ACCESS A COMPLETE COPY OF THE CLINICAL PSYCHOLOGIST ADMINISTRATIVE RULES (INCLUDING CONTINUING EDUCATION REQUIREMENTS) ON OUR WEB SITE AT [www.idfpr.com](http://www.idfpr.com).**

### **Continuing Education (C.E.) Hour Requirements**

Every licensee who applies for renewal of a license as a clinical psychologist shall complete 24 hours of continuing education (CE) relevant to the practice of clinical psychology. **At least 3 of the 24 hours must include content related to the ethical practice of clinical psychology.**

A prerenewal period is 24 months preceding September 30 in the year of the renewal.

- One CE hour shall equal one clock hour of attendance. After completion of the initial CE hour, credit may be given in one-half hour increments.
- Courses that are part of the curriculum of a university, college, or other educational institution shall be allotted C.E. credit at the rate of 15 C.E. hours for each semester hour, or 10 C.E. hours for each quarter hour of school credit awarded.
- A renewal applicant shall not be required to comply with CE requirements for the first renewal of an Illinois license.
- Clinical psychologists licensed in Illinois but residing and practicing in other states shall comply with the CE requirement set forth in this Section.
- Continuing education credit hours used to satisfy the CE requirements of another jurisdiction may be applied to fulfill the CE requirements of the State of Illinois.

### **Approved Continuing Education Sponsors and Programs**

CE credit may be earned for verified attendance at or participation in any program given by one of the following sponsors:

1. American Psychological Association or its affiliates;
2. Council for the National Register of Health Service Providers in Psychology;
3. Association of State and Provincial Psychology Boards or Council for the National Register of Health Service Providers in Psychology;
4. American Medical Association or its affiliates;
5. Illinois Psychological Association or its affiliates;
6. Any regionally accredited school, college or university, or any State agency;
7. Any other person, firm, or association that has been preapproved and authorized by the Division to

coordinate and present continuing education courses and programs.

### **Approved Continuing Education**

1. CE hours shall be earned by verified attendance (e.g., certificate of attendance or certificate of completion) at or participation in a program or course (program) that is offered or sponsored by an approved continuing education sponsor who meets the requirements set forth in subsection (c), except for those activities provided in subsections (b)(2), (3) and (4).
2. A maximum of 18 CE credits per renewal period may be earned for completion of distance-learning courses or programs that are offered by an approved sponsor who meets the requirements set forth in subsection (c). Examples of distance-learning courses include, but are not limited to, first class mail, magazines, email, message boards, websites and webinars. Each distance-learning CE course shall include an examination.
3. CE credit may be earned through postgraduate training programs (e.g., extern, residency or fellowship programs) or completion of graduate level psychology related courses that are a part of the curriculum of a college, university or graduate school. Courses that are part of the curriculum of a university, college or other educational institution shall be allotted CE credit at the rate of 15 CE hours for each semester hour or 10 CE hours for each quarter hour of school credit awarded. Courses that are audited shall not satisfy the requirements of this Section.
4. CE credit may be earned for verified teaching in the field of psychology in an accredited college, university or graduate school and/or as an instructor of continuing education programs given by approved sponsors. Credit will be applied at the rate of 1.5 hours for every hour taught and only for the first presentation of the program (i.e., credit shall not be allowed for repetitious presentations of the same program). A maximum of 10 hours of CE credit may be obtained in this category per prerenewal period.

### **Continuing Education Earned in Other Jurisdictions**

If a licensee has earned or is seeking CE hours offered in another jurisdiction not given by an approved sponsor for which the licensee will be claiming credit toward full compliance in Illinois, the applicant shall submit an individual program approval request form, along with a \$25 processing fee, prior to participation in the program or within 90 days after expiration of the license. The Board shall review and recommend approval or disapproval of the program using the criteria set forth in subsection (c)(3) of this Section.

If a licensee fails to submit an out-of-state CE approval form within the required time frame, late approval may be obtained by submitting the approval request form with the \$25 processing fee plus a \$50 per CE hour late fee not to exceed \$300. The Board shall review and recommend approval or disapproval of the program using the criteria set forth in subsection (c)(3) of this Section.

**Certification of Compliance with Continuing Education Requirements**

- 1) Each renewal applicant shall certify, on the renewal application, to full compliance with the C.E. requirements.
- 2) The Division may require additional evidence demonstrating compliance with the CE requirements (e.g., certificate of attendance). This additional evidence shall be required in the context of the Division's random audit. It is the responsibility of each renewal applicant to retain or otherwise produce evidence of compliance for the previous 8 years.
- 3) When there appears to be a lack of compliance with CE requirements, an applicant shall be notified in writing and may request an interview with the Board. At that time the Board may recommend that steps be taken to begin formal disciplinary proceedings as required by Section 10-65 of the Illinois Administrative Procedure Act [5 ILCS 100/10-65].

**Procedures for Requesting a Waiver of the Continuing Education Requirement**

A request for a waiver of the Continuing Education requirement must be based upon extreme hardship as described below:

- 1) Any renewal applicant seeking renewal of a license without having fully complied with these CE requirements shall file with the Division a renewal application, along with the required fee, a statement setting forth the facts concerning noncompliance and request for waiver of the CE requirements on the basis of these facts. A request for waiver shall be made prior to the renewal date. If the Division finds, upon the written recommendation of the Board and from the affidavit or any other evidence submitted, that extreme hardship has been shown for granting a waiver, the Division shall waive enforcement of CE requirements for the renewal period for which the applicant has applied.
- 2) Extreme hardship shall be determined on an individual basis by the Board and be defined as an inability to devote sufficient hours to fulfilling the CE requirements during the applicable prerenewal period because of:
  - A) Full-time service in the armed forces of the United States of America during a substantial part of the prerenewal period;
  - B) An incapacitating illness documented by a statement from a currently licensed physician, advanced practice nurse or physician assistant or an incapacitating mental illness documented by a statement by a currently licensed clinical psychologist or Board-certified psychiatrist;

- C) A physical inability to travel to the sites of approved programs documented by a currently licensed physician; *or*
- D) Any other similar extenuating circumstances.

3) Any renewal applicant who, prior to the expiration date of the license, submits a request for a waiver, in whole or in part, pursuant to the provisions of this Section, shall be deemed to be in good standing until the final decision on the application is made by the Division.

Requests for a waiver of the Continuing Education requirement must be submitted **prior** to the expiration date of your current license. To request a C.E. waiver, you must submit the following to the Department:

- Completed renewal application along with the \$160 renewal fee (**fees are non-refundable**); *and*
- A statement setting forth the facts upon which the request for a waiver is based; *and*
- A copy of military papers showing active duty, if the request is based upon full-time service in the armed forces of the U.S.; *or*
- A signed statement from your attending physician verifying the illness, length of treatment and diagnosis, if the request is based upon an incapacitating illness or a physical inability to travel to the sites of approved programs.

**How the Department Processes Your Continuing Education Waiver Request if You Have Not Completed Your Continuing Education Requirements**

The Division of Financial and Professional Regulation makes every effort to process your renewal in a timely fashion. The renewal process is delayed when all of the questions on the application are not answered, when supporting documentation is missing, the fee is incorrect or missing, or your check is not signed.

If the Department determines your application, waiver request, and other documentation are in proper order, a new license will be mailed to you.

**THE ISSUANCE OF YOUR LICENSE AT THIS TIME SHOULD NOT BE CONSIDERED AS AN INDICATION THAT YOUR WAIVER REQUEST HAS BEEN APPROVED.**

The Board will review your waiver request and then make a recommendation to the Director.

If your request for waiver is approved, you will be notified in writing.

If your request for waiver is denied, you will receive written notification of the denial and your license will be placed into a nondisciplinary non-renewed status.

A waiver request will not be granted if you are no longer practicing your profession.

**NOTE: If you are requesting a waiver of the Continuing Education requirement, you are not eligible to renew on the Internet.**