

Louisiana State Board of Examiners of Psychologists



INSTRUCTIONS FOR ON-LINE RENEWAL AND CONTINUING EDUCATION REPORTING

A note about on-line renewals: By utilizing this method of renewal, your license renewal date is updated in our system immediately. An electronic copy of your renewal certificate will be emailed within 7 days or less.

Your Continuing Education is still subject to audit by this agency and you are required to retain corresponding documentation of your continuing education for 7 years after submission to the board. Any misrepresentation of continuing education is cause for disciplinary action by the board.

Step 1. LOG IN

- A. Enter the *Online License Renewal and Information Management System* from our website at www.lsbep.org . From the home page click on “*Licensee’s Only*”. Then choose “*Renew Your License Online*”.
- B. Enter your initial login information. Your “User Name” will be your first name followed by a period followed by your last name

Example: *mickey.mouse*

Your “Password” will be your social security number, no dashes.

Example: *123456789*

Step 2. PASSWORD SECURITY UPDATE

If this is your first time logging in, change your password and DO NOT SHARE IT WITH ANYONE. Please write this information down and keep it for your records. **Contact the LSBEP at admin.lsbep@la.gov if you have lost or forgotten your password or if you have trouble logging in, we are available from 8:30 - 4:00 M-F to assist you with this process.**

Step 3. WELCOME SCREEN

Once you have successfully logged into the system. You will view a personalized welcome screen.

Step 4. UPDATE CONTACT INFORMATION

Please make sure your address and telephone numbers are correct in our system. Do this by viewing “[Update Address Information](#)” or “[Update Telephone Number](#)”. This is a self-serve option so please take care to ensure your data is entered properly. Include both a Work Address that will be available to the public. Your home address is for LSBEP use only and will not be shared with the public.

Step 5. LICENSE RENEWAL

- A. To start the renewal process, Select “[License Renewal](#)” from the menu to the left of your screen.
- B. Your status for renewal will be shown on this page. If you are required to report Continuing Education, this page will let you know how many hours to report. See **Step 6. CONTINUING EDUCATION** for instructions on how to enter your Continuing Education (CE).
- C. Once all CE requirements have been reported, or if you are not required to report CE for this period, you will be allowed to continue with the renewal process from this screen and pay your renewal fee using either VISA or MASTERCARD.

Sample Step 5.

The screenshot shows a web interface for license renewal. On the left is a navigation menu with links: Welcome, License Renewal, Continuing Education, Update Address, Update Phone Number, Change Password, and Logout. The 'License Renewal' link is highlighted with a blue arrow pointing to a yellow box that says 'CLICK HERE TO RENEW ON-LINE'. The main content area has a 'Status' header and a message: 'Renewals are currently closed. NOTE: Eligible candidates can renew online from 7/1/2022 to 7/31/2022.' A blue arrow points from a yellow box on the right, which says 'This licensee has not completed CE requirement, and therefore may not continue from this page.', to the 'Renewals are currently closed' message. The date and time '7/1/2022 12:00:00 AM' are displayed at the bottom of the main content area.

Step 6. CONTINUING EDUCATION (see Sample Step 6)

A. To enter Continuing Education (CE) start by clicking “*Add New Continuing Education*”.

B. Complete each field for each CE entry you make as follows:

1. Enter **Start and End Dates** of the CE Activity. These dates must fall within June 30th and July 1st of your biennial reporting period.
2. Choose an **Activity Type** from the drop down menu. Requirements for acceptable activities are found found in the Louisiana Administrative Code "LAC" (Rev 8-2021). [Licensed Psychologist and Provisionally Licensed Psychologists see Chapter 8; Licensed Specialists in School Psychology see Chapter 39.]
3. **Sponsor or CoSponsor.** Enter either the name of the sponsor or cosponsor acceptable. Requirements for acceptable activities are found found in the LA Administrative Code (Rev 8-2021). [Licensed Psychologist and Provisionally Licensed Psychologists see Chapter 8; Licensed Specialists in School Psychology see Chapter 39.]
4. You must choose one **Criteria** that defines the acceptability of the sponsor or co-sponsor under §805 of the LAC:46.
6. **Actual Hours.** These are the hours that were granted to participants for the completion of a CE activity. Depending on the activity type, you may need to calculate the Actual Hours allowed under the LAC.
7. **Course Title.** Enter the complete course title.
8. If you are claiming an entry as your **Ethics/Forensics Requirement**, you must select "Yes" to "Is Ethics/Law Requirement?" It must be clear in the *Course Title* that this is specifically an Ethics or Forensics activity.
9. SAVE your entry by clicking the “**Save**” button. You also have an option to “**Cancel**” the entry if you so choose.

C. Each field must be completed. Failure to do so will result in an error message.

EXAMPLE:

- CourseTitle must be specified
- Actual Hours must be specified

D. Your entries will be retained in the portal. You should print a copy for your records.

E. You **MUST** retain a file containing valid documentation (i.e. certificates of completion) for each CE entry you are claiming for a period of 7 years from your reporting date. A 10% random audit of all licensees reporting CE for the biennial period will be conducted. If you are selected for audit, you will be required to produce this file to the LSBEP. Findings of non-compliance may result in Board action.

F. Return to **Step 5. LICENSE RENEWAL.** If you have appropriately entered the CE requirements for renewal, you will be allowed to proceed to the payment screen from this page.

Sample Step 6.

[License Renewal](#) [Continuing Education Report](#)

[Continuing Education](#)

[Update Address](#)

[Update Phone Number](#)

[Change Password](#)

[Logout](#)

ADD NEW CE

CE Hours Completed: 0 CE Ethic/Law Hours Completed: 0

Date Started

Date Completed

Activity Type
Workshops, Conferences, In-Service Training ▼

Name of Sponsoring Entity Accredited Sponsor; Accredited University; Organization; Consulting Peer; Client/Patient ID for Monitoring Activities. For Self-directed learning activities: Source (i.e. website, You Tube, Journal, Book))

Criteria

- an accredited institution of higher education
- a hospital which has approved regional medical continuing education centers
- a hospital which has APA-approved doctoral training internship programs
- a national, regional, or state professional association, or divisions of such associations, which specifically offer or approve graduate or post doctoral continuing education training
- a National Association of School Psychologist (NASP) – approved sponsors and activities offered by the NASP;
- the LA Board of Examiners of Psychologists
- the Louisiana Department of Health and Hospitals, it's subordinate units and approved by the chief psychologist of the sponsoring state office

Credits
1 hour = 1 credit

Mode of Delivery (i.e. face to face, online, video, literature)

Title or Description (Enter name of Workshop, Conference, Publication, Graduate Class, Video, Article, Book; Description of Duties for Professional Activities; Description of Peer Consultation Group; or, Description of Practive Outcom Monitoring)

Is Ethics/Law Requirement?(Must be clear in Title)
No ▼

Enter Start & End Dates

Choose an Activity Type from the drop down menu.

Who is the acceptable Sponsor or CoSponsor

Choose one criteria that defines the acceptability of the activity's Sponsor/ CoSponsor.

Enter the actual hours granted for participation in an activity. If you are claiming preparation or teaching as CE, you will be prompted to enter in the number of presenters. The program will automatically calculate the hours and apply them to your report.

How did you attend this activity?

Course Title

Does this CE qualify for the Ethics or Forensics requirement?

SAVE OR CANCEL YOUR ENTRY!!!!!!!!!!!!

Cancel Save