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Draft

**66-01-01-01. Organization of board of psychologist examiners.**

1. **History.** The 1967 legislative assembly passed legislation establishing the state board of psychologist examiners, codified as North Dakota Century Code chapter 43-32. The board of ~~psychologist examiners~~ licenses psychologists ~~who practice psychology in this state,~~ industrial-organizational psychologists, and applied behavior analysts, and registers applied behavior analysts.
2. **Board membership.** The board consists of five members appointed by the governor. Each member must be a licensed psychologist and at least one member must be currently engaged primarily in providing service in psychology and at least one member must be engaged primarily in teaching, training, or research in psychology. Members of the board serve three-year terms, with at least one but not more than two terms expiring each year.
3. **Board officers.** The board annually elects from its membership a president and vice president.
4. **Inquiries.** Inquiries regarding the board may be addressed to the executive secretary:

Executive Secretary  
State Board of Psychologist Examiners  
P.O. Box 7042  
Bismarck, ND 58507-7042  
[www.ndsbpe.org](http://www.ndsbpe.org)

**History:** Amended effective September 1, 1983; March 1, 1985; April 1, 1988; September 1, 2000; April 1, 2007; October 1, 2011; \_\_\_\_\_, 2012.

**General Authority:** NDCC 28-32-02

**Law Implemented:** NDCC 28-32-02

**CHAPTER 66-02-01  
LICENSURE AND EXAMINING APPLICATIONS**

Section	
66-02-01-01	Application Form
66-02-01-01.1	Regional Accrediting Association
66-02-01-02	Licensure Without Examination [Repealed]
66-02-01-03	Licensing of Psychologists and Industrial-Organizational Psychologists, and Applied Behavior Analysts From Other Jurisdictions
66-02-01-04	Licensure by Equivalency [Repealed]
66-02-01-05	Licensure of Master's Level Psychologists [Repealed]
66-02-01-06	Licensure of Other Applicants
66-02-01-07	Application of Code of Ethics
66-02-01-07.1	Procedural Exception for Processing Multiple Complaints From the Same Complainant
66-02-01-08	Fees
66-02-01-09	Number of Examinations
66-02-01-09.1	Written Examination
66-02-01-10	Guidelines for Oral Examinations
66-02-01-11	Additional Documentation for Clinical Work or Counseling or Therapy [Repealed]
66-02-01-11.1	Supervised Professional Experience
66-02-01-12	Identifying Psychology and Industrial-Organizational Psychology Doctoral Programs as Substantially Psychological in Nature [Repealed]
66-02-01-12.1	Approved Industrial-Organizational Psychology Program Accrediting Bodies
66-02-01-13	Psychology Resident and Industrial-Organizational Psychology Resident
66-02-01-14	Nonpayment of Annual License Fee <u>or Failure to Complete Continuing Education</u>
<u>66-02-01-15</u>	<u>Requirements for Licensing and Registering Applied Behavior Analysts</u>
<u>66-02-01-16</u>	<u>Limited Practice without a License</u>

**66-02-01-01. Application form.** All psychologists individuals who wish to apply for licensing ~~either with or without examination~~ or registration shall fill out the application form provided by the board.

**History:** Amended effective April 1, 1988; \_\_\_\_\_, 2012.

**General Authority:** NDCC 43-32-08

**Law Implemented:** NDCC 43-32-12, 43-32-20, 43-32-34

**66-02-01-03. Licensing of psychologists and, industrial-organizational psychologists, and applied behavior analysts from other jurisdictions.** Licensing of psychologists and, industrial-organizational psychologists, and applied behavior analysts of other jurisdictions will follow the procedures described in North Dakota Century Code sections 43-32-19.1 and 43-51-06. A psychologist or, industrial-organizational psychologist, or applied behavior analyst licensed pursuant to North Dakota Century Code sections 43-32-19.1 and 43-51-06 must pass the North Dakota oral examination.

**History:** Amended effective September 1, 2000; April 1, 2007; October 1, 2011; \_\_\_\_\_, 2012.

**General Authority:** NDCC 43-32-08

**Law Implemented:** NDCC 43-32-19.1, 43-51-06

**66-02-01-06. Licensure of other applicants.** All other applicants for licensing will follow the procedure set forth in North Dakota Century Code ~~section~~ sections 43-32-20 and 43-32-34.

**General Authority:** NDCC 43-32-08

**Law Implemented:** NDCC 43-32-20, 43-32-34

**66-02-01-07. Application of code of ethics.** The American psychological association ethical principles of psychologists and code of conduct (2010) , amended 2010, shall apply to licensed psychologists and ~~licensed~~, industrial-organizational psychologists, applied behavior analysts, and registered applied behavior analysts. The behavior analysts certification board guidelines for responsible conduct, revised 2010, shall apply to applied behavior analysts and registered applied behavior analysts.

**History:** Amended effective September 1, 2000; April 1, 2007; October 1, 2011; \_\_\_\_\_, 2012.

**General Authority:** NDCC 43-32-08

**Law Implemented:** NDCC 43-32-27, 43-32-34

**66-02-01-08. Fees.** The license or registration application fee is ~~three~~ four hundred fifty dollars plus the actual cost of the written examination ~~for the professional practice of psychology~~ when it is required. An annual license fee of one hundred fifty dollars will be charged all ~~licensed~~ psychologists and, industrial-organizational psychologists, applied behavior analysts, and registered applied behavior analysts.

**History:** Amended effective March 1, 1985; April 1, 1988; September 1, 2000; April 1, 2007; October 1, 2011; \_\_\_\_\_, 2012.

**General Authority:** NDCC 43-32-08

**Law Implemented:** NDCC 43-32-12, 43-32-13

**66-02-01-09.1. Written examination.** The written examination for psychologists and industrial-organizational psychologists is the examination for the professional practice of psychology. The passing score is a scaled score of 500. Prior to April 18, 1994, seventy percent correct is considered a passing score. A passing score is required for applicants for licensure as a psychologist or as an industrial-organizational psychologist.

**History:** Effective September 1, 2000; amended effective February 1, 2002; April 1, 2007; \_\_\_\_\_, 2012.

**General Authority:** NDCC 43-32-08

**Law Implemented:** NDCC 43-32-20, 43-32-23

**66-02-01-10. Guidelines for oral examinations.** The oral examination will be administered by at least three board members in addition to any other licensed psychologist whom the board sees fit to add to the examining committee. However, only the board members present may vote. Oral examinations will be scheduled as appropriate but not less than twice a year. The examination committee will use a structured oral examination, will record the applicants' answers, will discuss the results, and the board members will vote with the majority opinion being necessary for the candidate to pass. The examination shall assess the applicant's knowledge of North Dakota law regulating the practice of psychology or industrial-organizational psychology, or applied behavior analysis as well as the applicant's understanding of ethics and standards of practice. Specific questions to be used will be selected at the time of the examination from a pool of questions available for that purpose.

**History:** Effective March 1, 1985; amended effective April 1, 1988; April 1, 2007; \_\_\_\_\_, 2012.

**General Authority:** NDCC 43-32-08

**Law Implemented:** NDCC 43-32-20, 43-32-22, 43-32-23, 43-32-34

**66-02-01-11.1. Supervised professional experience.**

1. Applicants for licensure as a psychologist must complete one thousand five hundred hours of supervised predoctoral internship in the practice of psychology. At least one hundred hours of supervision is required, at least fifty of which must be one to one. Successful completion of an American psychological association or Canadian psychological association accredited internship will be accepted as fulfilling this requirement. Any other supervised predoctoral internship experience must be described in detail by the applicant, including nature of service setting or settings, nature of consumers served, nature and amount of supervision, and



specific skills in which the applicant demonstrated proficiency on forms provided by the board. The supervisor or supervisors must corroborate the areas of competence claimed by the applicant. In addition, an applicant for licensure as a psychologist must complete one of the following:

- a. One thousand five hundred hours of supervised postdoctoral experience in the practice of psychology. At least one hundred hours of supervision is required, at least fifty of which must be one to one. Successful completion of an American psychological association or Canadian psychological association accredited postdoctoral program will be accepted as fulfilling this requirement. Any other supervised postdoctoral experience must be described in detail by the applicant, including nature of service setting or settings, nature of consumers served, nature and amount of supervision, and specific skills in which the applicant demonstrated proficiency on forms provided by the board. The supervisor or supervisors must corroborate the areas of competence claimed by the applicant.
- b. One thousand five hundred hours of additional supervised predoctoral training experience in the practice of psychology. At least one hundred hours of supervision is required, at least fifty of which must be one to one. In addition, this training experience must meet all of the following requirements:
  - (1) Be part of a doctoral program that meets requirements of subdivision b of subsection 1 of North Dakota Century Code section 43-32-20.
  - (2) Be completed within six years of the award of the terminal doctoral degree.
  - (3) Be completed within ten years of first application for licensure.
  - (4) Be completed following any introductory practicum experience in applied professional psychology or psychotherapy of a minimum duration of six hundred hours.
  - (5) Be part of an individualized written plan for an organized, sequential series of supervised experiences of increasing complexity.
  - (6) Occur outside of the classroom setting and involve the trainee's direct delivery of supervised psychological services in

a practice, agency, institution, counseling center, graduate training clinic, or other setting approved by the director of training or designee.

- (7) Consist of activities defined as the practice of psychology by subsection 6 of North Dakota Century Code section 43-32-01.
- (8) Occur in placements that are made or approved in advance by the doctoral program director of training or designee.
- (9) Occur in placements in which a licensed psychologist is directly responsible for the integrity and quality of the training experience and specifies training objectives in terms of the competencies expected of the trainee.
- (10) Have an identifiable licensed psychologist who serves as the primary supervisor of the trainee, is clearly available to and professionally responsible for the trainee's clients or patients, has been licensed for at least three years, and is licensed in the jurisdiction in which the training occurs.
- (11) Be part of a sequential training plan that consists of no less than thirty weeks with a weekly onsite presence of no less than fifteen hours.
- (12) Provide, on average, weekly individual face-to-face supervision, which may include remote face-to-face audio and video interactions, devoted to the trainee's cases at a ratio of no less than one hour per fifteen hours onsite and no less than one hour per week. No less than fifty percent of the supervision required in this paragraph shall be provided by the primary supervisor. The remaining face-to-face supervision required in this paragraph may be individual or group supervision provided by a licensed psychologist who has been licensed for at least least three years. Supplemental individual or group supervision in excess of the minimum ratio required is encouraged, and may be provided by a psychologist, school psychologist, other licensed mental health professional, or a psychology trainee under an umbrella supervision arrangement, but it may not replace the weekly individual face-to-face supervision requirements.
- (13) May include the use of secure remote technologies, such as telephone, internet, or online communications as a

supplemental training and consultation aid and for supervision in excess of the minimum ratio required, although it may not replace the minimum weekly face-to-face individual supervision requirement.

(14) Must include on average at least one additional hour per week in learning activities, such as additional face-to-face individual supervision, group supervision, case conference or grand rounds, didactic consultations with psychologists or other appropriate licensed mental health professionals, guided professional readings, seminars, or cotherapy with a licensed psychologist or other appropriate professional.

(15) Must include regularly scheduled and documented interaction concerning the trainee's progress between the primary supervisor and the director of training at the graduate program or designee, and copies of such documentation will be provided to the board for review upon request.

2. Applicants for licensure as an industrial-organizational psychologist must complete three thousand hours of supervised experience in the practice of industrial-organizational psychology. At least one thousand five hundred hours must be completed after the granting of the doctoral degree. Applicants must submit an individualized supervision plan which is subject to approval by the board. Supervisors of industrial-organizational psychologist applicants must be licensed in their jurisdiction of practice. The supervised experience of applicants for licensure as an industrial-organizational psychologist must be consistent with the applicant's intended area of practice.

**History:** Effective September 1, 2000; amended effective April 1, 2007; October 1, 2011; \_\_\_\_\_, 2012.

**General Authority:** NDCC 43-32-08

**Law Implemented:** NDCC 43-32-20, 43-32-20.1

**66-02-01-13. Psychology resident and industrial-organizational psychology resident.**

1. A person intending to perform services as a psychology resident or an industrial-organizational psychology resident shall inform the board on a form prepared by the board prior to performing services. Within six months of registering with the board, the psychology resident or industrial-organizational psychology resident must apply file with the board a complete application for licensure and be determined by the board to be

eligible for licensure. A psychology resident or industrial-organizational psychology resident may sit for the required written examination if the required application and fee have been filed with the board and the board determines the applicant to be eligible for licensure upon completion of examination and postdoctoral requirements. A psychology resident or an industrial-organizational psychology resident who has passed the written examination may sit for the oral examination after completion of six months of residency if the required application and fee have been filed with the board. The psychology resident or an industrial-organizational psychology resident and supervising psychologist or psychologists must complete a report of completed supervised postdoctoral experience for approval of the board prior to licensure. A person may have psychology resident or industrial-organizational psychology resident status for up to five years.

2. A psychology resident or industrial-organizational psychology resident must specify that person's professional title as such in reports, letters, business cards, and public presentations.
3. Supervising psychologists of psychology residents must have at least three years of postlicensure experience, ~~except for supervisory relationships existing on April 1, 2007.~~ Supervising psychologists of psychology residents must have adequate training, knowledge, and skill to render competently, or have available consultation for, any psychological service which their supervisee undertakes. Supervising psychologists must meet the continuing education requirements in section 66-03-01-04.
4. To verify completion of the residency, the supervising psychologist of the psychology resident or the industrial-organizational resident shall submit documentation to the board of the number and nature of supervised hours of experience.

**History:** Effective September 1, 2000; amended effective April 1, 2007; \_\_\_\_\_, 2012.

**General Authority:** NDCC 43-32-08

**Law Implemented:** NDCC 43-32-20, 43-32-20.1, 43-32-30

**66-02-01-14. Nonpayment of annual license fee or failure to complete continuing education.** If a licensee or registrant fails to pay the annual fee or complete the required continuing education by January first, the board shall send a certified letter to that licensee with notice of the invalid status of the license and notice that the license or registration expires. The licensee or registrant may not practice psychology or, industrial-organizational psychology, or applied behavior analysis in the state of North



Dakota unless an extension of time is granted or the license is renewed by payment of the annual renewal fee and late fee and completion of the required continuing education.

**History:** Effective September 1, 2000; amended effective April 1, 2007; \_\_\_\_\_, 2012.

**General Authority:** NDCC 43-32-08

**Law Implemented:** NDCC 43-32-08.1, 43-32-08.2, 43-32-13, 43-32-14

Section 66-02-01-15 is created as follows:

**66-02-01-15. Requirements for licensing and registering applied behavior analysts.**

1. The board may grant an applied behavior analyst license to an applicant, not employed on August 1, 2011, in the practice of applied behavior analysis, who meets all of the following requirements:
  - a. The applicant has a degree from a school or college that meets one of the following requirements:
    - (1) A degree meeting the requirements of subdivision b of subsection 1 of North Dakota Century Code section 43-32-20.
    - (2) A doctorate or masters degree from a program accredited by the association for behavior analysis international or approved by the behavior analyst certification board.
  - b. The applicant has passed the board certified behavior analyst examination offered by the behavior analyst certification board.
  - c. The applicant is certified by the behavior analyst certification board.
  - d. The applicant has passed the North Dakota oral examination.
2. The board may grant an applied behavior analyst registration to an applicant, not employed on August 1, 2011, in the practice of applied behavior analysis, who meets all of the following requirements:
  - a. The applicant has a bachelor's degree from a school or college in a program accredited by the association for behavior analysis international or approved by the behavior analyst certification board.

- b. The applicant has passed the board certified assistant behavior analyst examination offered by the behavior analyst certification board.
  - c. The applicant is certified by the behavior analyst certification board.
  - d. The applicant has provided a list of psychologists and applied behavior analysts supervising the applicant. If registered, the applicant must promptly notify the board of any changes in the list.
  - e. The applicant has passed the North Dakota oral examination.
3. The board may grant an applied behavior analyst license to an applicant, employed on August 1, 2011, in the practice of applied behavior analysis, who is exempt under subsection 7 of North Dakota Century Code section 43-32-30, and meets all of the following requirements:
- a. The applicant applies before January 1, 2013.
  - b. The applicant provides a written statement from the applicant's employer that the applicant's employment remains satisfactory.
  - c. The applicant provides a letter of endorsement from the applicant's supervising psychologist.
4. The board may grant an applied behavior analyst license to an applicant, employed on August 1, 2011, in the practice of applied behavior analysis, who has a master's degree in psychology, and meets all of the following requirements.
- a. The applicant applies before January 1, 2013.
  - b. The applicant provides a written statement from the applicant's employer that the applicant's employment remains satisfactory.
  - c. The applicant provides written verification from the applicant's employer that the applicant is employed as a behavior analyst.
5. The board may grant an applied behavior analyst registration to an applicant, employed on August 1, 2011, in the practice of applied behavior analysis, who meets all of the following requirements:
- a. The applicant applies before January 1, 2013.

- b. The applicant has a bachelor's degree.
- c. The applicant provides a written statement from the applicant's employer that the applicant's employment remains satisfactory.
- d. The applicant provides written verification from the applicant's employer that the applicant is employed as a behavior analyst.
- e. The applicant provides a written plan for supervision by a psychologist or applied behavior analyst. The plan must be approved by the board.

**History:** Effective \_\_\_\_\_, 2012.

**General Authority:** NDCC 43-32-08

**Law Implemented:** NDCC 43-32-34

Section 66-02-01-16 is created as follows:

**66-02-01-16. Limited practice without a license.** Upon prior written application to and approval by the board, a psychologist, industrial-organizational psychologist, or applied behavior analyst licensed in good standing in another jurisdiction may practice psychology, industrial-organizational psychologist, or applied behavior analysis in North Dakota for no more than thirty full or partial days per calendar year. The application must include all of the following:

1. A verification from the licensing authority in the other jurisdiction that the applicant is licensed in good standing.
2. A description of the nature of the services to be provided.
3. An explanation of when the services are to be provided.
4. A fee of twenty-five dollars.

**History:** Effective \_\_\_\_\_, 2012.

**General Authority:** NDCC 43-32-08

**Law Implemented:** NDCC 43-32-30, 43-51-05

**66-02-03-01. Application of chapter.** This chapter pertains to all federal, state, county, or municipal agencies, political subdivisions, nonprofit corporations, and educational institutions chartered by North Dakota which employ psychologists. ~~North Dakota Century Code chapter 43-32 provides for the licensing of psychologists who hold a doctoral degree in psychology or have training deemed equivalent by the board. Exemptions to any employee of the above agencies for hardship or other good cause or~~

~~when the employee holds a master's degree in psychology and the employee's activities and services are performed under the supervision of a licensed psychologist may be requested from the board of psychologist examiners individuals currently exempt under subsection 7 of North Dakota Century Code section 43-32-30.~~

**History:** Amended effective September 1, 2000; \_\_\_\_\_, 2012.

**General Authority:** NDCC 43-32-08

**Law Implemented:** NDCC 43-32-30

**66-02-03-02. Application for exemption.** An employer seeking an exemption extension under subsection 4 7 of North Dakota Century Code section 43-32-30 must file an application for exemption extension, a copy of which is an appendix to this chapter. The institution or agency completing the application will be billed one hundred fifty dollars.

**History:** Amended effective March 1, 1985; September 1, 2000, \_\_\_\_\_, 2012.

**General Authority:** NDCC 43-32-08

**Law Implemented:** NDCC 43-32-30

**66-02-03-03. Issuance of certificate of exemption.** A certificate of exemption will be issued to the agency or institution on an annual basis. The certificate will include the names of exempted employees. If the employee transfers agencies or institutions during the year of licensure, the certificate of exemption expires. An agency or institution may not transfer a certificate of exemption to a new another employee without going through the board with the appropriate application and supporting documents.

**History:** Amended effective September 1, 2000; \_\_\_\_\_, 2012.

**General Authority:** NDCC 43-32-08

**Law Implemented:** NDCC 43-32-30



STATE BOARD OF PSYCHOLOGIST EXAMINERS

Application for Exemption Extension

(Fill out one form for each employee)

1. Name of Agency: \_\_\_\_\_
2. Address: \_\_\_\_\_
3. Type of Agency:    State \_\_\_\_\_                      Political subdivision \_\_\_\_\_  
   Federal \_\_\_\_\_                      Nonprofit corporation \_\_\_\_\_  
   County \_\_\_\_\_                      Education institution \_\_\_\_\_  
   Municipal \_\_\_\_\_                      Other – specify \_\_\_\_\_
4. Name of employee: \_\_\_\_\_
5. Description of applicant's duties: \_\_\_\_\_
6. ~~State the good cause of the hardship which occasions your need for exemption:~~
7. ~~Training of employee (Please have copies of all undergraduate and graduate transcripts sent directly from the schools to the board).~~

EDUCATION

~~(List all institutions attended beyond the secondary level)~~

<del>Institution</del>	<del>Years Attended</del>	<del>Major</del>	<del>Degree (Year of Award)</del>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

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8. Years of relevant experiences: \_\_\_\_\_

Name of supervising licensed psychologist: \_\_\_\_\_

7. Please describe the supervision process which will be followed: \_\_\_\_\_

8. Number of hours of supervision each week: \_\_\_\_\_

Signature of supervisor: \_\_\_\_\_

Date: \_\_\_\_\_ Address: \_\_\_\_\_

If any of the above questions require additional space, please use this page or attach pages as needed.

**History:** Amended effective March 1, 1985; September 1, 2000; \_\_\_\_\_, 2012.

## ARTICLE 66-03

### CONTINUING EDUCATION

Chapter  
66-03-01 Continuing Education

#### CHAPTER 66-03-01 CONTINUING EDUCATION

Section  
66-03-01-01 Continuing Education  
66-03-01-02 Continuing Education Reports  
66-03-01-03 Board Approval  
66-03-01-04 Categories of Continuing Education Programs and Credits  
66-03-01-05 Verification of Continuing Education Credits and Programs  
66-03-01-06 Failure to Comply With the Continuing Education Requirement  
66-03-01-07 Agencies and Individual Licensure Exemptions [Repealed]

**66-03-01-01. Continuing education.** Every psychologist and industrial-organizational psychologist licensed to practice in this state under North Dakota Century Code chapter 43-32, applied behavior analyst, and registered applied behavior analyst shall complete continuing education credits relevant to the practice of psychology or industrial-organizational psychology, or applied behavior analysis. Reporting cycles are two years, commencing with November first of the year in which the licensee or registrant obtained a North Dakota license or registration, except that individuals licensed prior to January 1, 1992, have reporting cycles which began on November 1, 1992.

**History:** Effective February 1, 1995; amended effective April 1, 2007; \_\_\_\_\_, 2012.

**General Authority:** NDCC 43-32-08

**Law Implemented:** NDCC 43-32-08.1, 43-32-08.2

**66-03-01-03. Board approval.** Any continuing education program relevant to psychology or industrial-organizational psychology, or applied behavior analysis and to be applied as continuing education credits is subject to board approval, except continuing education programs sponsored or approved by the American psychological association, the Canadian psychological association, the North Dakota psychological association, other state or provincial psychological associations, or any other scientific or professional organization whose continuing education program is clearly relevant to the practice of psychology. Other programs may be approved at any time by the board by submission of an application by the sponsoring organization or an individual and payment of a twenty-five dollar fee.

**History:** Effective February 1, 1995; amended effective September 1, 2000; April 1, 2007; \_\_\_\_\_, 2012.

**General Authority:** NDCC 43-32-08

**Law Implemented:** NDCC 43-32-08.1

**66-03-01-04. Categories of continuing education programs and credits.** A minimum of three continuing education credits per reporting cycle must be in the area of professional ethics, law, or jurisprudence. Effective for the reporting cycle beginning November 1, 2012, and subsequent reporting cycles, a minimum of three continuing education credits per reporting cycle must be in the area of supervision for licensees supervising psychology residents or registered applied behavior analysts. The board recognizes the following categories of continuing education programs or activities and established credit hours:

1. Formal continuing education programs that may consist of courses, workshops, professional psychology conventions or conferences, or institutes. The number of continuing education credits assigned by an association recognized by the board will be accepted. Otherwise the credits will be one credit per clock-hour.
2. Regularly scheduled postgraduate courses offered by an accredited college or university which are relevant to the practice of psychology or industrial-organizational psychology ~~by the applicant,~~ or applied behavior analysis. One quarter hour of academic credit constitutes ten continuing education credits. One semester hour of academic credit constitutes fifteen continuing education credits.
3. Writing or speaking, including a paper or other presentation at a formal professional meeting, a paper published in a professional journal, or a book or an original chapter in an edited book in the area of psychology or a related field. Credit will be granted for the year of publication or presentation in the case of a paper. Continuing education credits will be granted at the rate of five for each paper or presentation, fifteen for each chapter in a book, fifteen for editing a book, and twenty for the publication of a book. Continuing education credits will be granted only once for any given paper or presentation.
4. Correspondence or online courses, tapes, or independent readings approved by the board or by one of the associations recognized by the board which include an examination component successfully completed by the licensee or registrant. A maximum of twenty continuing education credits per reporting cycle will be granted for continuing education programs in this category.



**History:** Effective February 1, 1995; amended effective September 1, 2000; April 1, 2007; \_\_\_\_\_, 2012.

**General Authority:** NDCC 43-32-08

**Law Implemented:** NDCC 43-32-08.1

**66-03-01-05. Verification of continuing education credits and programs.**

1. At the end of the two-year reporting cycle, each licensee or registrant shall submit a signed statement on a form provided by the board attesting to satisfaction of the continuing education requirement. The licensee or registrant shall list the activities submitted for continuing education credit and the amount of credit claimed for each one.
2. The licensee or registrant may not submit the specific verification of each continuing education experience claimed, but must maintain a file of such verification documentation for two years following the submission of the reporting form.
3. At each reporting period, the board will select a random sample of approximately ten percent of the licensees and registrants and require them to provide verification of the continuing education experiences claimed on the reporting form.

**History:** Effective February 1, 1995; amended effective April 1, 2007; \_\_\_\_\_, 2012.

**General Authority:** NDCC 43-32-08

**Law Implemented:** NDCC 43-32-08.1, 43-32-08.2

**66-03-01-06. Failure to comply with the continuing education requirement.**

If, ~~after the opportunity for a formal hearing,~~ a licensee or registrant does not satisfy the number of credits required for a two-year cycle, the board may exercise the following options:

1. Extension of time to complete the requirement. A licensee or registrant may request an extension of time because of illness or serious extenuating circumstances amounting to good cause. The approval of an extension and the amount of time granted to complete the requirements are at the sole discretion of the board. In such cases the licensee will be required to continue to fulfill the continuing education requirement for the next two-year cycle as well.
2. Refuse to renew a license or registration. A license or registration that is not renewed because of failure to meet the continuing education requirements will be renewed if, within one year from the date of

nonrenewal, the licenseholder licensee or registrant demonstrates to the secretary of the board the continuing education requirements have been satisfied and pays the renewal fee and a late fee of twenty dollars.

- ~~3. Place the license on probationary status.~~
- ~~4. Suspension of a license until such time as the licensee meets the requirements of the previous two year cycle, but not to exceed a second two year cycle.~~
- ~~5. Revocation of a license. In the event of license suspension for noncompletion of continuing education requirements, if the licensee does not complete the requirements during the period of suspension, the license may be revoked.~~
- ~~6. Reinstatement. A licensee whose license has been revoked for failing to satisfy the continuing education requirements must earn forty credits in continuing education during the immediately preceding two year period in order to apply to the board for reinstatement.~~

**History:** Effective February 1, 1995; amended effective September 1, 2000; April 1, 2007; \_\_\_\_\_, 2012.

**General Authority:** NDCC 43-32-08

**Law Implemented:** NDCC 43-32-08.1, 43-32-08.2, ~~43-32-27~~

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