

**READ THE PSYCHOLOGIST'S QUICK REVIEW before contacting OPA-MCE
Some Fees and Rules Have Changed Since Last Biennium**

Ψ 23 Continuing Education Hours are required to renew Ohio license; **at least 3 of these hours must be in professional conduct/ethics**

Ψ **CE Requirements for all psychologists for the 2008-2010 biennium:**

Date Licensed	OPA-MCE Requirement for the 2008-2010 Biennial Period
Prior to first year of 2008-10 Biennium Before 10/1/2008	23 Hours of CE, with 3 in professional conduct/ethics
During first year of 2008-10 Biennium 10/1/2008 – 9/30/2009	13 Hours of CE, with 3 in professional conduct/ethics
During second year of 2008-10 Biennium 10/1/2009 – 9/30/2010	Exempt

Ψ If you would like a waiver from the OPA-MCE requirement you must contact the State Board of Psychology-Ohio at 614-466-8808.

Ψ

All courses must be completed between 9-1-2008 and 8-31-2010.

Ψ The OPA-MCE registration fee for the biennium is \$100.00 for OPA Members and \$140.00 for non-OPA Members. Current OPA members pay no course review fee while NON-OPA members pay \$50.00 per course to have volunteer OPA members of the Review Committee review courses taken from non-approved providers, graduate courses taught, books, chapters and articles written.

Ψ Submit courses to OPA-MCE as soon as you receive the certificate of attendance. Courses taken in August 2010 must be submitted before September 15, 2010. Do not hold certificates until the end of the biennium.

Ψ Courses taken in one biennium **DO NOT** carry over into another biennium.

Ψ Discard all past OPA-MCE forms. Information submitted on forms from a biennium other than the 2008-2010 biennium will not be accepted.

Ψ **OPA-MCE Approved Provider Courses:** Be sure to sign the attendance sheet along with your license number at each course taken. All OPA-MCE Approved Providers send course attendance records directly to the OPA-MCE Office. OPA-MCE must record your CE credits from the attendance sheet. Therefore, if you attended a course presented by an OPA-MCE Approved Provider, you do not need to send your paperwork to the OPA-MCE office. Our contracts with providers require that they report within 45 days of the course. Transcripts are updated when the Approved Provider submits their attendance report. This timeline for reporting explains why transcripts may not include all courses you have completed. Presenters who want CE should also sign the attendance sheet.

Ψ **APA Approved Courses:** APA Approved Providers **DO NOT** send course and attendance information to the OPA-MCE Office for recording. **YOU NEED TO REPORT ALL APA APPROVED COURSES TO THE OPA-MCE OFFICE.** To report these courses, mail or fax a copy of the certificate stating that the course is APA approved. The certificate must contain your name, license number and the number of CE earned (face-to-face hours).

Ψ **All Other (Non-Approved) Courses or Activities:** All other submissions must be accompanied by the *Psychologist's Request For Single Course Review* form. Course/activity attendance certificate **AND** promotional materials must **BOTH** be attached to the form for review by psychologists who are members of the OPA-MCE Review Committee. Enter the exact date, CE earned and city on the Single Course Review form. To avoid delays in getting your transcripts up to date please be certain to fully complete the forms and attach all necessary documentation. Allow a minimum of four weeks for review of these courses. Non-OPA members include a check for \$50.00 for course review.

Credit will be given for activities such as taking a graduate course (face-to-face hours), teaching a graduate course (face-to-face hours), writing a published article/chapter (7 hours) and a book (20 hours). Credit is only given once for teaching a course or conducting a workshop. Writings must be published, or accepted for publication, in the biennium. Documentation of the activity must be included with the Single Course Review Form. For books, articles and chapters use the date it was published or accepted for publishing and include the book, article or chapter. When sending in a grad course taught, include the syllabus and a letter from your Department stating that you taught the course between two specific dates and for how many total hours. This number equals the number of CE earned.

Ψ **Standards of Continuing Education Credits:** The OPA-MCE Review Committee reviews continuing education credits based on the following criteria: (1) The *Psychologist's Request for Single Course Review* form is completed accurately and includes all required documentation of attendance including Certificate of Completion and promotional materials once the activity has been completed. (2) **The activity is clearly relevant to the practice of psychology as well as the science of psychology as demonstrated by additional materials accompanying the form.** Decisions of reviewers may be appealed by resubmitting the form with additional documentation that makes the case for approval of the course.

Ψ **Distance learning courses** may be used to satisfy all 23 hours of continuing education required in Ohio. Because of the significant difficulty in evaluating distance learning programs, OPA-MCE will only accept such courses taken from providers approved and accredited by the organizations empowered to do so under Ohio law: the State Board of Psychology-Ohio, the American Psychological Association, the Ohio Psychological Association, the Ohio School Psychologists Association, the National School Psychologists Association, the Ohio State Board of Education, and the Association of Black Psychologists. **No other distance learning courses will be approved.**

Ψ The *OPA-MCE Approved Provider Guide* will be published on the OPA website, at www.ohpsych.org. The *OPA-MCE Approved Provider Guide* will provide you with a list of OPA-MCE Approved Providers. The OPA-MCE Office will also update this site with new OPA-MCE Approved Providers on an ongoing basis. Direct links to provider websites and/or courses are also available here. Special announcements will also be made over the OPA-MCE Listserv regarding courses given by approved OPA-MCE providers around the state.

Ψ If you register a four-digit pin number with the OPA-MCE office, you will be able to check your hours or print out your transcript at any time through the OPA website (www.ohpsych.org). You will need your license number and pin number to gain access to your OPA-MCE Transcript online. Online transcripts are updated regularly.

Ψ Once you have reached the required number of 23 CE hours including at least 3 in ethics, you will receive a letter, transcript and certificate confirming your completion.

Ψ Your records will automatically be forwarded to the State Board of Psychology-Ohio once you have achieved your required hours.

OPA-MCE
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