



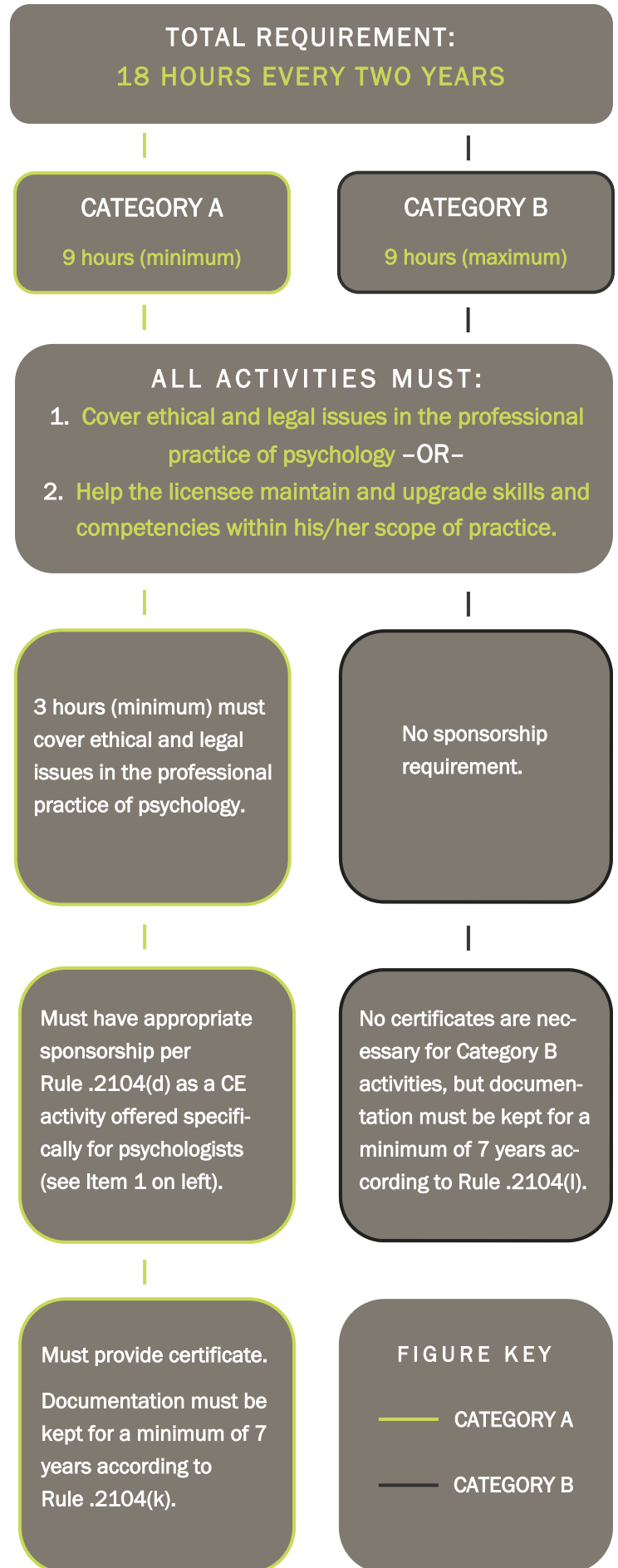
Licensees must complete a minimum of 18 continuing education hours over each two-year renewal period. A minimum of nine hours of activities must be in Category A programs or activities, which must include three hours in the area of ethical and legal issues in the professional practice of psychology. When evaluating whether or not an activity would be acceptable for Category A, the following questions should be considered:

1. Is the program sponsored or co-sponsored by the Board, the APA, an APA-approved sponsor, or by NC AHEC?
2. Does the program specifically identify psychologists in the target audience?
3. Are contact hours specified by the sponsor?
4. Does the program meet the topic areas specified in paragraph (g) of the Rule?
5. Does the program provide a certificate upon completion?

If a licensee can answer “Yes” to *all* of the above, the activity would be acceptable for Category A hours. If even one of the five questions is answered in the negative, the activity does not meet the requirements to count for Category A hours.

There are no sponsorship requirements for Category B activities; however, a psychologist must be able to show that the activity either covers ethical and legal issues in the professional practice of psychology, or assists him/her in maintaining and upgrading skills and competencies within his/her scope of practice. While it is not required that licensees complete any Category B hours (all hours may be completed in Category A activities), one may count *up to* nine hours of Category B credit toward the required eighteen hours total.

The full text of the rule is available on the Board's website under the “Continuing Education” link.



SAMPLE

To Whom it May Concern:

This is to certify that **John G. Doe, Ph.D.** has attended, in its entirety, the following continuing education activity:

ETHICAL CONSIDERATIONS IN PRIVATE PRACTICE

By

**Elizabeth J. Buck, Psy.D.,
Buck Psychological Services, P.A.**

Tuesday, February 10, 2009

3 hours Continuing Education Category A Credits

Ian L. Franklin, Ph.D.

Ian L. Franklin, Ph.D.

NCCEOpportunities.com Program/CE Director

NCCEOpportunities.com is approved by the American Psychological Association to sponsor continuing education for psychologists. NCCEOpportunities.com maintains responsibility for this program and its content.



CATEGORY A DOCUMENTATION:

Certificates from Category A programs and written documentation of the following must be kept by licensees for a minimum of seven years:

- Date of program
- Number of contact hours
- Name of sponsor of program
- Title of program
- Location of program

On the sample certificate (**left**), all required information is clearly listed. If a licensee attends a program that does not provide a certificate containing all of the required information, the licensee must maintain additional documentation. For example, if a certificate contains the date, title, and location of the program, but does not specify the contact hours or the sponsor, the licensee must provide any supporting documentation, such as a brochure, agenda, or letter from the sponsor that contains the missing information.

CATEGORY B DOCUMENTATION:

Certificates are not required for Category B activities, but applicable documentation of the following must be kept by licensees for a minimum of seven years:

- Date of program
- Number of instructional/contact hours
- Name of presenter, facilitator, or leader
- Name of sponsor
- Location of activity
- Full citation of article
- Summary of content

The nature of the Category B activity determines the applicable documentation. For example, "name of presenter, facilitator, or leader"; "name of sponsor"; and "location" are not required if the licensee documents reading a journal article.

FREQUENTLY ASKED CE QUESTIONS

Do I have to obtain any Category B credits, or can all of my credits be Category A?

You may obtain up to 9 hours of credit in Category B, but it is *optional*. While you are required to obtain only 9 hours of Category A credit, all 18 required CE credits may be obtained through Category A activities.

Can I count a graduate psychology course in which I am enrolled at a university?

Hours associated with attending a psychology course may be counted for Category B credit, provided the course content covers ethical and legal issues in the professional practice of psychology or assists you in maintaining and upgrading skills and competencies within your scope of practice.

Does my ethics program have to have the words "ethical and legal" in the title?

There is no requirement that the title of your ethics program contain the words "ethical and legal"; however, if it is unclear from the title whether or not the program covered three hours of ethical and legal issues in the professional practice of psychology, you must maintain additional documentation to show that it did. The same is true of conferences—if you submit a certificate for a 12 hour professional conference, during which you completed 3 hours of ethical and legal training, include verification from the sponsor of the sessions attended and the number of contact hours awarded for each session.

Must a program specifically include "psychologists" in its target audience in order to count for Category A?

Yes. "Psychologists" must specifically be included in the target audience, although other professionals (e.g. social workers, counselors, and nurses) may also be included. However, a program whose targeted audience is listed as "mental health professionals" is not sufficient to count for Category A.