

Rule 20 – CONTINUING PROFESSIONAL DEVELOPMENT (pursuant to section 12-43-307, C.R.S.)

(a) Terms/Definitions.

- (1) Continuing Education Units (CEU)/ Continuing Medical Education (CME) means learning activities approved and/or accredited by the American Psychological Association, state medical association or Accreditation Council for Continuing Medical Education or by a regionally accredited institution of higher education.
- (2) Continuing Professional Development (CPD) is the Board's program through which a licensed psychologist satisfies the requirements set forth in section 12-43-307, C.R.S. and ensures the ongoing ability of a licensed psychologist to learn, integrate, and apply the knowledge, skill, and judgement to practice psychology according to generally accepted industry standards and professional ethical standards.
- (3) Continuing Professional Development Manual (CPD Manual) is an instructional guide and workbook for the CPD program.
- (4) Learning Plan is the Board approved form used to develop, execute, and document PDH for each cycle in the CPD Program as set forth in section 12-43-307(2)(a), C.R.S.
- (5) Military Exemption is a method to satisfy continuing professional development requirements. A licensed psychologist who has been approved for this exemption will not be required to meet continuing professional development requirements during the renewal period in which the military exemption was approved by the Division of Professions and Occupations (DPO).
- (6) Professional Development Hours (PDH) are the units of measurement of active learning used to accrue credit in the CPD program. PDH are equivalent to clock hours.
- (7) Reflective Self-Assessment Tool (RSAT) is an optional self-reflective practice tool that can be used to assist a licensed psychologist in developing a Learning Plan.

(b) Continuing Professional Development Requirements.

- (1) A licensed psychologist shall complete continuing professional development requirements in order to renew a license to practice psychology in the state of Colorado by:

- (A) Successfully participating in the CPD program; or
  - (B) Receiving an exemption for military service as defined in section 12-70-102, C.R.S., and section (e) of this Rule.
- (2) A licensed psychologist shall attest at the time of the renewal of a license to compliance with continuing professional development requirements.
- (c) Continuing Professional Development (CPD) Program.
- (1) In accordance with section 12-43-307(2), C.R.S., and the current CPD Manual, the CPD program consists of the following elements:
- (A) Development, execution, and documentation of a Learning Plan:
    - 1. A licensed psychologist shall develop a Learning Plan consisting of PDH as set forth in section 12-43-307(2)(b), C.R.S., and this Rule.
    - 2. A licensed psychologist shall execute this Learning Plan by completing and documenting all PDH before the date upon which the licensed psychologist renews his/her license. Changes to the Learning Plan shall not be allowed after a license is renewed.
    - 3. A licensed psychologist can choose to use the optional Reflective Self-Assessment Tool (RSAT) when creating a Learning Plan.
  - (B) Completion of 40 hours of PDH through a combination of allowed activities as described in section 12-43-307(2)(b), C.R.S., and as chosen by the licensed psychologist; and
  - (C) Maintaining documentation of completed PDH as described in sections 12-43-307(2)(b) and (c), C.R.S.
- (2) A licensed psychologist shall complete forty (40) PDH each renewal cycle before renewing a license.

- (A) PDH must be relevant to the licensed psychologist's Learning Plan and maintain or enhance competence as a licensed psychologist. The licensed psychologist should be able to describe how learning activities sharpened existing and/or provided new knowledge or skills.
  - (B) PDH credit can only be earned for activities as specifically described in section 12-43-307(2), C.R.S., and section (e) of this Rule.
  - (C) The Board will not pre-approve courses or providers and has sole discretion to accept or reject PDH that do not meet the criteria established in section 12-43-307(2)(b), C.R.S., and the CPD Manual.
  - (D) A licensed psychologist who receives an original, reinstated, or reactivated license during the renewal cycle must accrue 1.67 PDH for each month or portion thereof he/she is licensed prior to the end of the renewal cycle.
  - (E) A licensed psychologist shall document completion of PDH according to the guidelines set forth in section 12-43-307(2), C.R.S., and the current CPD Manual and must be prepared to submit documentation of compliance upon request by the Board.
  - (F) A maximum of ten (10) PDH may be carried from the last renewal cycle to the next renewal cycle if the PDH were earned within three (3) months of license expiration and are in excess of the forty (40) PDH required for the current renewal cycle.
- (3) To qualify for PDH credit, a psychologist must select learning activities as defined in section 12-43-307(2)(b), C.R.S. PDH must include one or more of the following activities, in any combination:
- (A) Attending workshops, seminars, symposia, colloquia, invited speaker sessions, postdoctoral institutes, or scientific or professional programs offered at meetings of local, state, regional, national, or international professional or scientific organizations.
    1. With the exception of five (5) PDH, activities must qualify as continuing education units or continuing medical education credit as approved and/or accredited by the American Psychological Association, state

medical association, Accreditation Council for Continuing Medical Education, or by a regionally accredited institution of higher education.

2. Activities may include online continuing education.
  3. One continuing education hour is equivalent to one PDH.
  4. Documentation of learning activities shall include a transcript or certificate of attendance with a statement of the credits earned, which includes the name of the participant, the date(s) of attendance, the name of provider(s), the number of hours earned, etc.
- (B) Completing an ethics course offered by the American Psychological Association, state medical association, Accreditation Council for Continuing Medical Education, or a regionally accredited institution of higher education.
1. One (1) continuing education hour is equivalent to one PDH.
  2. Documentation of completion of an ethics course shall include a transcript or certificate of attendance with a statement of the credits earned, which includes the name of the participant, the date(s) of attendance, the name of the provider(s), the number of hours earned, etc.
- (C) Developing and teaching an academic course in psychology at an institution accredited by a regional accrediting association.
1. Credit can be earned for the first time within a given licensure cycle that the licensed psychologist develops and teaches the course.
  2. One (1) academic credit, unit, or hour is equivalent to ten (10) PDH.
  3. Documentation of the development and teaching of an academic course shall include written verification by the dean or head of the department of the institution in which the course was taught.
- (D) Successfully completing a graduate course in psychology offered by an institution accredited by a regional accrediting association.

1. One (1) academic credit, unit, or hour is equivalent to ten (10) PDH.
  2. Documentation shall include an academic transcript showing the graduate credits earned.
- (E) Developing and presenting a workshop, seminar, symposium, colloquium, or invited speaking session, at a meeting of a professional or a scientific organization or a postdoctoral institute.
1. Credit can be earned for the first time within a given licensure cycle that the workshop, seminar, symposium, colloquium, or invited speaking session is developed and presented.
  2. One (1) hour of workshop, seminar, symposium, colloquial presentation, or invited speaking session is equivalent to three (3) PDH.
  3. Documentation shall include a printed program or agenda showing the name of the licensed psychologist, the date(s) of the presentation, the name of the organization, the total number of hours presented, etc.
- (F) Authoring or editing a psychology publication, maximum hours earned as following:
1. Authoring a professional or scientific book is equivalent to forty (40) PDH.
  2. Authoring a professional or scientific book chapter or journal article is equivalent to twenty (20) PDH.
  3. Editing a professional or scientific book or journal is equivalent to thirty (30) PDH.
  4. Documentation shall include a coversheet, masthead, or table of contents from the publication showing the name of the licensed psychologist, the date of authoring or editing, etc.
- (G) Providing editorial review of a professional psychological or scientific journal article at the request of the journal's editorial staff.

1. Completion of activity is equivalent to one (1) PDH.
2. Documentation shall include the acknowledgment of the completed review by the editorial staff with the name of the licensed psychologist, date of review, etc.

(d) Audit of Compliance. As set forth in section 12-43-307(4), C.R.S., the Board may audit up to 5% of licensed psychologists each two-year cycle to determine compliance with continuing professional development requirements.

(1) The following documentation is required for an audit of compliance:

- (A) A finalized and signed Learning Plan that contains the licensed psychologist's completed PDH in the manner set forth in the current CPD Manual;
- (B) Documentation of the required PDH in compliance with statute, this Rule, and the current CPD Manual; and
- (C) The Board has sole discretion to accept or reject PDH that do not meet the criteria established as defined in section 12-43-307(2), C.R.S., this Rule, and the current CPD Manual.

(2) As set forth in section 12-43-307(5)(a), C.R.S., records of assessment or other documentation developed or submitted in connection with the continuing professional development program are confidential and not subject to inspection by the public or discovery in connection with a civil action against a licensed psychologist. The records or documents shall be used only by the Board for the purpose of determining whether a licensed psychologist is maintaining continuing professional development necessary to engage in the profession.

(3) The current CPD Manual will set forth the documentation methods and standards for compliance with this Rule.

(e) Military Exemption. Pursuant to section 12-70-102, C.R.S., a licensed psychologist who has been called to federally funded active duty for more than 120 days for the purpose of serving in a war, emergency, or contingency may request an exemption from continuing professional development requirements for the renewal, reinstatement, or reactivation of his/her license for

the two-year renewal period that falls within the period of service or within six (6) months following the completion of service.

- (1) Military exemptions must be approved by the DPO. A licensed psychologist seeking a military exemption shall submit a request in writing with evidence that his/her military service meets the criteria established in section 12-70-102, C.R.S.
  - (2) After being granted a military exemption, in order to complete the renewal process, the licensed psychologist shall attest to his/her military exemption.
- (f) Records Retention. A licensed psychologist shall retain documentation of compliance for a minimum of five (5) years from the license expiration date for the renewal cycle during which PDH were accrued.
- (g) Non-Compliance. Falsifying an attestation or other documentation regarding a licensed psychologist's compliance with continuing professional development requirements constitutes the falsification of information in an application and may be grounds for discipline pursuant to section 12-43-222(1)(s), C.R.S.
- (h) Reinstatement and Reactivation. A licensed psychologist seeking to reinstate or reactivate a license shall meet continuing professional development requirements detailed in Rule 13 and Rule 21.

**RULE 13- REINSTATEMENT OF A LICENSE (~~C.R.S.~~section 12-43-204, C.R.S.)**

(a) General. A license that has expired is subject to the following reinstatement provisions.

(b) Application Requirements. To be considered for licensure reinstatement, an applicant must submit a completed reinstatement application form, and the reinstatement fee.

(c) Required statements. Each applicant for reinstatement shall certify the following:

(1) Every license, certificate, listing or registration to practice psychology held by applicant is in good standing;

(2) Applicant has reported to the Board any injunction or disciplinary action completed or pending against her/his license, certificate, registration, or listing to practice psychology or psychotherapy;

(3) Applicant has reported to the Board any malpractice judgment against her/him, any settlement of a malpractice action or claim against her/him, and any malpractice action or claim pending against her/him in which the malpractice alleged relates to her/his practice of psychology or psychotherapy;

(4) Applicant has reported to the Board any inquiry/complaint pending, investigation being conducted by, or disciplinary proceeding pending before the licensing, grievance, or disciplinary board of any jurisdiction in which s/he is licensed, certified, registered, or listed to practice psychology or psychotherapy in which the complaint, investigation, or proceeding concerns her/his practice of psychology or psychotherapy.

(d) Pending discipline or complaints. The Board may decline to issue a license to an applicant for reinstatement if disciplinary action is pending or if there is an unresolved complaint.

(e) Continuing Professional Competence. Pursuant to section 12-43-307, C.R.S., effective September 1, 2017, ~~DATE~~ a licensed psychologist shall complete continuing professional development in order to reinstate a license.

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(1) An applicant for reinstatement must comply with all continuing professional development requirements pursuant to Rule 20 within the two (2) years immediately preceding the application receipt date.

(f) Criteria. The Board has established the following criteria for determining whether an applicant for reinstatement has demonstrated her/his continued professional competence as required by

C.R.S. section 12-43-204(3), C.R.S. An applicant must meet all applicable criteria to establish her/his continued professional competence.

(1) License expired more than two (2) years. An applicant whose license has been expired more than two (2) years shall pass a Board developed jurisprudence examination and demonstrate her/his continued professional competence by either:

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(A) A written statement detailing work experience related to the practice of psychology during the time the license has been expired. If work experience was in another jurisdiction(s), verification of licensure from each jurisdiction(s) is required; or

(B) Completion of an average of twenty (20) Professional Development Hours (PDH) pursuant to section 12-43-307(2)(b), C.R.S., and Rule 20 for each year the license has been expired (1.67 for each month); or.

Documenting that the applicant has ten (10) hours of continuing education acceptable to the Board for each year or portion thereof the license has been expired; or

(C) Retaking and passing the Examination for Professional Practice in Psychology (EPPP) national examination; or.

(D) Any other means approved by the Board.

#### Rule 21 – INACTIVE LICENSE STATUS AND REACTIVATION OF A LICENSE

(a) Inactive status. Pursuant to section 12-70-101, C.R.S., a licensed psychologist may apply to the Board to be transferred to an inactive status. The holder of an inactive license shall not be required to comply with the continuing professional development requirements for renewal so long as he/she remains inactive.

(1) During such time as a licensed psychologist remains in an inactive status, he/she shall not perform those acts restricted to active licensed psychologists pursuant to section 12-43-303, C.R.S. The Board shall retain jurisdiction over inactive psychologists for the purposes of disciplinary action pursuant to section 12-43-221(1)(d), C.R.S.

(2) Practicing with an inactive license shall constitute unlicensed practice and, therefore, may be grounds for disciplinary or injunctive action, up to and including revocation.

(b) Application Requirements. To be considered for licensure reactivation, an applicant must submit a completed reactivation application form; and the reactivation fee.

(c) Required statements. Each applicant for reinstatement shall certify the following:

- (1) Every license, certificate, listing, or registration to practice psychology held by applicant is in good standing;
- (2) Applicant has reported to the Board any injunction or disciplinary action completed or pending against her/his license, certificate, registration, or listing to practice psychology or psychotherapy;
- (3) Applicant has reported to the Board any malpractice judgment against her/him, any settlement of a malpractice action or claim against her/him, and any malpractice action or claim pending against her/him in which the malpractice alleged relates to her/his practice of psychology or psychotherapy;
- (4) Applicant has reported to the Board any inquiry/complaint pending, investigation being conducted by, or disciplinary proceeding pending before the licensing, grievance, or disciplinary board of any jurisdiction in which s/he is licensed, certified, registered, or listed to practice psychology or psychotherapy in which the complaint, investigation, or proceeding concerns her/his practice of psychology or psychotherapy.

(d) Pending discipline or complaints. The Board may decline to issue a license to an applicant for reactivation if disciplinary action is pending or if there is an unresolved complaint.

(e) Continuing Professional Competence. Pursuant to section 12-43-307, C.R.S, effective September 1, 2017, a licensed psychologist shall complete continuing professional development in order to reactivate a license.

- (1) An applicant for reactivation must comply with all continuing professional development requirements pursuant to Rule 20 within the two (2) years immediately preceding the application receipt date.

(f) Criteria. The Board has established the following criteria for determining whether an applicant for reactivation has demonstrated her/his continued professional competence as required by section 12-43-204(3), C.R.S. An applicant must meet all applicable criteria to establish her/his continued professional competence.

- (1) License inactive more than two (2) years. An applicant whose license has been inactive more than two (2) years shall pass a Board developed jurisprudence examination and demonstrate her/his continued professional competence by either:

(A) A written statement detailing work experience related to the practice of psychology during the time the license has been expired. If work experience was in another jurisdiction(s), verification of licensure from each jurisdiction(s) is required; or

(B) Completion of an average of 20 Professional Development Hours (PDH) pursuant to section 12-43-307(2)(b), C.R.S. and Rule 20 for each year the license has been expired (1.67 for each month); or

(C) Retaking and passing the Examination for Professional Practice in Psychology (EPPP) national examination.

(D) Any other means approved by the Board.