

# **Guidelines for Registrants**

Of the OSPA Mandatory Continuing Education (MCE)  
Program for Ohio State Board of Psychology Approved  
Continuing Education

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## **INTRODUCTION**

In accordance with the Ohio Revised Code (ORC) 4732.141 and Ohio Administrative Code (OAC) 4732-2, this document delineates the procedures by which the Ohio School Psychologists Association (OSPA) will record and maintain an official record of mandatory continuing education (MCE) credits for registered psychologists with school psychology specialties, and registered school psychologists, and report such record of credits to the Ohio State Board of Psychology (SBP). All OSPA matters relating to MCE will be handled by the OSPA-MCE Committee (OSPA-MCE), under oversight review of the OSPA Executive Board.

Ohio law requires that both providers of MCE and courses or programs offered by providers be approved by either OSPA, OPA, APA or the State Board of Psychology. Such courses must be approved to assure that they are "relevant to the person's practice in terms of subject and level". Additionally, all APA approved programs are automatically accepted for MCE credit upon receipt of documentation of attendance.

## **PURPOSE**

OSPA-MCE approved continuing education are a means of documenting a school psychologists or psychologists continuing education for compliance with Ohio law. Effective September 1, 2002 ORC 4732-141 requires that all licensed psychologists obtain 23 hours of continuing education as a criteria for each biennial license renewal. OSPA is an authorized accrediting authority for the approval of providers and continuing education coursework.

Institutions, organizations and agencies potentially capable of serving providers of State Board of Psychology approved continuing education include but are not limited to:

- Professional associations and organizations
- Colleges and universities
- Special Education Resource Centers
- School Districts (Boards of Education)
- Proprietary Educational Organizations
- Educational Service Centers
- Technical Societies
- Hospitals and other mental health services organizations

## **DEFINITION OF TERMS**

**Continuing Education** – As defined in OAC 4732.01 (M): is the process through which psychologists and school psychologists become current concerning psychological concepts and techniques, acquire new knowledge and skills relevant to their work, gain new competencies, or improve current competencies and skills by completion of approved and documented education experience.

**An Ohio State Board of Psychology Mandatory Continuing Education (MCE) Credit, OSPA-MCE Approved** – One MCE credit is equivalent to one fifty (50) to sixty (60) minute hour of instruction or program participation conducted by a provider approved by the OSPA-MCE Program.

**Provider** – Organizations, institutions and agencies which have been approved by the OSPA-MCE Program to conduct continuing education in accordance with Ohio law and Ohio Administrative Code.

**Course Approval** – Each approved provider must also submit programs or courses eligible for continuing education approval to an authorized accrediting authority (OSPA-MCE Program).

**OSPA-MCE Review Team** – A team of school psychologists who will review provider applications and applications for course approval.

## **PROVIDER AND COURSE APPROVAL**

Providers must apply for approval and the courses they provide must also be approved. Providers must designate on their promotional materials that they are an approved provider of Ohio State Board of Psychology Mandatory Continuing Education.

## SCHOOL PSYCHOLOGISTS AND PSYCHOLOGISTS WITH SCHOOL PSYCHOLOGY SPECIALTIES REQUEST FOR SINGLE COURSE REVIEW

Recognizing that there may be circumstances where school psychologists and psychologists take continuing education that has not been pre-approved for State Board of Psychology MCE purposes, pursuant to ORC 4732.141, in those circumstances the following procedures will apply:

- I. The school psychologist or psychologist with a school psychology specialty shall:
  - A. Submit to the OSPA-MCE Program offices the **Psychologists Request for Single Course Review Form**. The form contained in this packet may be copied as many times as necessary.
  - B. Send with the form a certificate of attendance or other form of attendance verification from the program, along with any promotional materials that would indicate the following **approval criteria** have been met: Each course or program:
    - 1) must have written educational goals relevant to the practice of psychology.
    - 2) offer content that is relevant to the practice of psychology in terms of subject matter and level;
    - 3) specify learning objectives that can serve as a basis for evaluation of the program or course and
    - 4) be presented by competent instructors whose competency is demonstrated by credentials, appropriate licensure and/or education degrees.
- II. Upon receipt of the Psychologists Request for Single Course Review Form, certificate of attendance, and course information materials, the course will be reviewed by an OSPA-MCE Review Team member. This review process takes approximately six weeks to complete. Psychologists will only be notified if the course is not approved. A decision to deny approval may be appealed to the OSPA-MCE committee, whose final decision will be binding.

Upon approval of a course, the MCE credit hours will be added to the psychologists MCE record. Please note that Ohio law gives the State Board of Psychology authority to overrule the OSPA-MCE granting of MCE credit. If this would occur, OSPA-MCE will notify the psychologist.

Courses can be reviewed either before or after they are taken, but cannot be recorded until they are approved and documentation of attendance is received. It is recommended that such courses be sent for review with the attendance documentation, as soon as possible after they are completed.

The final deadline for submission of courses for the 2010-2012 biennial renewal period is July 1, 2012 for those courses taken prior to July. Courses taken in July and August, 2012, must be sent by August 15, 2012. OSPA-MCE cannot guarantee a review for non-preapproved courses taken after August 15, 2012, but will consider such requests on an individualized basis.

- III. If OSPA-MCE approval is denied, the requesting psychologist or school psychologist may appeal the decision as described in the section of this document on "Individual Program or Course Approval." The final determination of OSPA-MCE following any such appeal shall be binding. OSPA does recognize that OSPA-MCE determination is not binding on any other organization authorized under ORC 4732.141(B)(1) to approve MCE courses for Ohio psychologists. In conformance with ORC 4732, OSPA-MCE will record as acceptable MCE credits for all programs and courses acceptably approved by such other authorized approving organizations, even if such courses have been denied approval by OSPA-MCE.

### INDIVIDUAL PROGRAM OR COURSE APPROVAL

Psychologists often appropriately take continuing education courses or programs that have not sought and do not choose to seek independent approval for MCE under the terms of ORC 4732.141. Authorized approval of such work is nevertheless required for it to accrue to the MCE credit of the Ohio psychologist. OSPA-MCE will review such individual course work upon request by the attending psychologist when the request is submitted in the form previously specified in this document.

Under its individualized review procedures, OSPA-MCE may allow MCE credit for individuals teaching a particular post-baccalaureate-level course for the **first time**.

If OSPA approval is denied, the requesting psychologist or school psychologist may appeal the decision, under a formal review process established by OSPA-MCE. The final determination OSPA-MCE following any such appeal shall be binding, regardless of the implications such decision may have for the requesting psychologist or school psychologist. Until such time as approval is finally granted, OSPA explicitly makes no promise, direct or implied, to approve any particular MCE offering.

## **RECORDING AND REPORTING MCE CREDITS**

In accordance with ORC 4732-141(B)(2), OSPA-MCE will maintain a databank of all Ohio licensed school psychologists and psychologists with school psychology specialties who contract and register with OSPA-MCE to maintain their MCE records.

In addition, the following information will be recorded for each registrant:

- 1) MCE programs/courses that they report attending or that an OSPA-MCE approved provider reports they attended in accordance with the OSPA-MCE provider agreement;
- 2) Dates of attendance
- 3) Number of approved hours for each course/program
- 4) Cumulative total of approved MCE credits, by year and by licensure renewal period.

Any SBP override of disapprovals reported to OSPA-MCE of any otherwise approved credits will also be recorded, and credit for such disapproved work will be deducted from the cumulative record.

## **PROCEDURES FOR ASSURING ACCURATE RECORDING OF DATA**

In recording MCE course attendance, OSPA-MCE acts as a recording agent for the registered psychologist, not as a certifying agent to SBP as to the accuracy of the psychologist's report (ORC4732.141(A) and (E)). The psychologist should therefore retain documentary evidence of his/her MCE completion's in accordance with ORC4732.141(E). Records will be kept in accordance with the requirements of OAC4732-2 and the terms of this document.

In order to protect the confidential nature of individual records and facilitate efficient record access, the databank of MCE records for individual registrants will be maintained on a dedicated computer, with backup of the computer files. The computer and access to it will be secured. The remaining filing systems will be locked and secured. SBP WILL HAVE AUTHORIZED ACCESS TO ALL OSPA-MCE RECORDS OF MCE CREDITS. OSPA-MCE will make available to SBP a list of all OSPA-MCE registered psychologists and their recorded MCE credits.

Accurate recording of data is a priority for OSPA-MCE, and will be accomplished in one of two ways: 1) In the case of an OSPA-MCE approved program or course given by an OSPA-MCE provider, providers will be required to report registrant's attendance directly to OSPA-MCE. 2) In all other cases, the information gathering and reporting function is the responsibility of the individual registrant, and will be recorded by OSPA-MCE upon a registrant's submission of the documentation required by OSPA-MCE (normally a signed and dated Certificate of Completion, with sufficient information to allow determination that the course/program was approved by an authorized approver). OSPA-MCE will record all courses/programs submitted by a registered psychologist in proper format.

In addition to recording specific MCE course information for each registrant, OSPA-MCE will compute a cumulative record, during each biennium for each registrant, of MCE credits, in accord with the standards of OAC4732-2C. The cumulative record will be computed from information supplied by the registrants and by OSPA-MCE approved providers in accord with the procedures outlined above. Before adding a course/program to the cumulative MCE credit for a registrant, OSPA-MCE will require evidence of specific program or course approval by a legally authorized approving organization. Evidence of course approval will be taken from the registrant provided information and will not be independently verified.

In accordance with the provisions of ORC4732.141(E), it shall remain the responsibility of the psychologist to present proof to SBP of completion of the MCE work, if requested, and the responsibility of SBP to verify the accuracy of the psychologist's assertions if it so chooses. It is anticipated that this cumulative count, when it equals or exceeds the required 23 hours per biennium, will normally be accepted by SBP has clear authority and responsibility under ORC4732.141 to require verification from the psychologist, if it so chooses, of the

accuracy of the OSPA-MCE's record. OSPA-MCE's contract with the psychologist is thus limited to recording accurately what the registrant reports and does not extend to certifying the accuracy of the registrant's report.

A written copy of MCE courses complete and hours accumulated will be submitted to each registrant at three spaced intervals during the 24 month period of each license biennium, if financially feasible. A licensee may call as needed for information on accumulated hours or to inquire about a provider, program, or course. As already noted, in accord with ORC4732.141(E), each registrant will be advised to keep an independent record of MCE work completed. If the registrant's records indicate omissions of courses recorded for him/her by OSPA-MCE, he/she may request an Accumulated Hours Review Audit (AHRA). This audit will be conducted by OSPA-MCE staff and the results will be reported to the registrant. If the AHRA fails to satisfy the registrant, the registrant can appeal through the following chain: 1) OSPA Professional Relations Manager; 2) the SBP. The decision of SBP will be binding as to the accumulative value of the registrant's MCE credits.

## **FEES FOR MAINTAINING RECORDS**

The registration fee for each registrant under the terms of this document will be \$85.00 for OSPA members and \$140.00 for non-members for the 2010-2012 biennium, due and payable to OSPA-MCE at the time of licensure renewal (September 1, 2010). **After that date, the fee will increase following licensure renewal until paid (see registration).**

## **OTHER MATTERS OF RELEVANCE**

OSPA-MCE will exercise its best professional judgment to approve MCE programs/courses that will enhance the skills of the licensed psychologists and licensed school psychologists in Ohio. SBP retains the authority to veto any OSPA-MCE approval which SBP finds unacceptable. OSPA-MCE will function independently of all other OSPA authority except the authority of the OSPA executive board and its deferred authority to the OSPA Financial Advisory Committee and OSPA officers. OSPA-MCE may from time to time advise OSPA or other potential provider organizations about desirable MCE policies or desirable MCE courses, but OSPA-MCE will not participate in the offering of any MCE course, and will require courses offered by OSPA and all other OSPA-MCE approved providers to meet the same standards.

OSPA-MCE will make every effort to keep all aspects of the review/approval process, the record keeping process, and the associated paperwork simple and "user friendly." The working assumption of OSPA-MCE will be that all parties are interested in improving the quality of the profession of psychology in Ohio, with as little inconvenience for all parties involved. Toward such ends and within such context, OSPA-MCE will seek to be as cooperative as possible with all relevant parties.

As specified by ORC4732.141(B)(1), OSPA is authorized to approve MCE programs and courses for licensed Ohio psychologists and licensed Ohio school psychologists with a school psychology specialty. The procedures set forth here will in general describe the approach OSPA-MCE will follow in approving MCE courses, but will be subject to change from time to time, at the sole discretion of OSPA-MCE, if such change seems indicated.

Please contact the OSPA-MCE office if you have any questions.

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