

# **Guidelines for 2024-2026 Registrants**

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

**OSPA-MCE Program  
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## Psychologist's Quick Review

- 23 Continuing Education Hours are required to renew Ohio license: including not less than **four hours** of continuing education in one or more of the following: **1) Professional conduct; 2) Ethics and/or 3) The role of culture, ethnic identity, or both in the provision of psychological assessment, consultation, or psychological interventions, or a combination thereof.** Program content must be provided by approved providers, and if not must be approved through OSPA-MCE upon receipt of a single course review application form.
- **CE requirements for all psychologists for the 2024-26 biennium:**
- If you need a waiver from the OSPA-MCE requirement you must contact the State Board of Psychology at (614) 466-8808.
- **All courses must be completed between September 1, 2024 and August 31, 2026.**

The registration fee for the biennium is **\$135 for OSPA members and \$195.00 for non-OSPA members.**

- Submit courses to OSPA-MCE **as soon as you receive** the certificate of attendance.
- Courses taken in August 2026 must be submitted before September 15, 2026.
- Courses taken in one biennium DO NOT carry over into another biennium.

- **OSPA-MCE Approved Provider Courses:** Be sure to sign the attendance sheet along with your license number at each course taken. All OSPA-MCE Approved Providers send course attendance records directly to the OSPA-MCE office. OSPA-MCE will record your CE credits from the attendance sheet. Therefore, if you attended a course presented by an OSPA-MCE Approved Provider, you do not need to send your paperwork to the OSPA-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.

- **APA and NASP Approved Courses:** APA and NASP Approved Providers DO NOT send course and attendance information to the OSPA-MCE office for recording. OSPA MCE REGISTRANTS **NEED TO REPORT ALL APA AND NASP APPROVED COURSES TO THE OSPA-MCE OFFICE.** To report these courses, mail or email a copy of the certificate stating that the course is APA or NASP approved. The certificate must contain your name, the number of hours earned, a signature of the provider, and the date completed.

- **All Other (Non-Approved) Courses:** 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 OSPA-MCE Review Committee. Enter the exact date, CE earned, content, and your contact information 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. The Ohio psychology law and rules require that such coursework must be at the graduate level, taught by instructors with appropriate degrees and credentials to teach a graduate course.

- 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 (5 to 10 CE) and a book (10 - 20 CE). Credit is only given once for teaching a course or conducting a workshop. Writings must be published 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.
- **Standards of Continuing Education Credits:** The OSPA-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 reviews may be appealed by resubmitting the form with additional documentation that makes the case for approval of the course.
- **Distance Learning Courses** may be used to satisfy all 23 hours of continuing education required, provided that 4 hours of the 23 meet the requirements of ORC 4732.141 (professional conduct, ethics and the role of culture, ethnic identity, etc...) of continuing education required in Ohio. A *Psychologist's Request for Single Course Review* form is required of all courses that are not already approved by APA, NASP or OPA.
- Once you have reached the required number of 23 CE hours including at least four in professional conduct/ethics and or ***the role of culture, ethnic identity, or both in the provision of psychological assessment, consultation, or psychological interventions, or a combination thereof***, you will receive a letter and transcript **via email** confirming your completion. OSPA-MCE will also notify the Ohio State Board of Psychology of this achievement.
- Please contact the OSPA-MCE office via email at [mail@ospaonline.org](mailto:mail@ospaonline.org) if you have any questions.

## 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).

Ohio law requires that both providers of MCE and courses or programs offered by providers be approved by either OSPA, OPA, the Ohio Association of Black Psychologists, the State Board of Psychology or the State Board of Education. 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- and NASP- approved programs are automatically accepted for MCE credit upon receipt of documentation of attendance.

The relevant law states as follows, *ORC 4732.141 (B) Continuing psychology education may be applied to meet the requirement of division (A) of this section if both of the following requirements are met:*

*(1) It is obtained through a program or course approved by the state board of psychology, the Ohio psychological association, the Ohio association of black psychologists, or the American psychological association or, in the case of a school psychologist who holds a license issued under this chapter or a licensed psychologist with a school psychology specialty, by the state board of education, the Ohio school psychologists association, or the national association of school psychologists;*

*(2) Completion of the program or course is recorded with the Ohio psychological association or the Ohio school psychologists association in accordance with rules adopted by the state board of psychology in accordance with division (A) of this section.*

## PURPOSE

OSPA-MCE approved continuing education are a means of documenting a school psychologist’s or psychologist’s 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 criterion 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 as 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 that 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).

## **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 and is available at [www.ospaonline.org](http://www.ospaonline.org).
  - 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 psychologist's 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 2024-26 biennial renewal period is July 1, 2026 for those course taken prior to July. Courses taken in July and August 2026, must be sent by August 15, 2026. OSPA-MCE cannot guarantee a review for non-preapproved courses taken after August 15, 2026, 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 of 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 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 completions in accordance with ORC4732.141(E). Records will be kept in accordance with the requirements of OAC4732-2 and the terms of this document.

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 **via email** at spaced intervals during the 24 month period of each license biennium, if financially feasible. A licensee may contact OSPA-MCE 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 Director of MCE; 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 \$135.00 for OSPA members and \$195.00 for non-members for the 2024-2026 biennium, due and payable to OSPA-MCE at the time of licensure renewal (September 1, 2024). **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.

OSPA-MCE  
1500 W. 3rd Ave. #228  
Columbus OH 43212  
(614) 285-4589  
[mail@ospaonline.org](mailto:mail@ospaonline.org)



# PSYCHOLOGIST'S REQUEST FOR SINGLE COURSE REVIEW FORM

MAIL TO: OSPA-MCE

ATTN: Megan Luna

1500 W. 3rd Ave. #228

Columbus OH 43212

email to: mail@ospaonline.org

**DIRECTIONS FOR USAGE:** Only complete this form if the workshop/seminar has not been approved by OSPA, OPA, APA, NASP, the State Board of Education/ODE or the State Board of Psychology. Please complete the following information and attach to it **a copy of the seminar's promotional materials or brochure** and a copy of a certificate of attendance verifying your attendance at the seminar. Ohio law and regulations require the following criteria for course approval: each course offer content that is relevant in both subject and level for the continuing education of psychologists; specify learning objectives that are measurable and that can serve as a basis for evaluation of the effectiveness of the program or course; and be presented by instructors whose adequate competency is demonstrated by credentials, reputation, appropriate licensure and/or education degrees. If the promotional materials do not adequately address the above criteria, it may be necessary for OSPA-MCE to contact the Provider to obtain additional information.

The OSPA-MCE Review team will review the materials submitted and determine if the course or seminar can be approved for continuing education credit. Please allow 6-8 weeks turnaround for notification. Psychologists will be notified via email of approval.

Name of Licensee: \_\_\_\_\_ Psychology Board License # \_\_\_\_\_

School Psychologist or Psychologist? \_\_\_\_\_ Date of Seminar/Workshop: \_\_\_\_\_

Name of Seminar/Workshop: \_\_\_\_\_

Location of Seminar: \_\_\_\_\_

Seminar Provider: \_\_\_\_\_ Phone No. of Provider: \_\_\_\_\_

Number of MCE Credit Hours Awarded: \_\_\_\_\_ Date Sent to Review Team: \_\_\_\_\_

Are you seeking credit for the ethics/cultural competency/professional conduct requirement? \_\_\_\_\_

OSPA-MCE Office Use Only

\_\_\_\_\_  
Signature of Review Team Member

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Approved by OSPA-MCE

\_\_\_\_\_  
Not Approved by OSPA-MCE