



## OPA MCE Provider Quick Review

***Biennium (9/1/22- 8/31/24) Please Read for Updates***

***Ethics/Cultural Competency/Professional Conduct***

***\*\*Requirement – 4 hours\*\****

***The OPA-MCE 2022-2024 Approved Attendance Sheet is the only one that will be accepted and must be filled out in full. NO OTHER attendance sheets will be accepted as several changes have been made to it. For live webinars, that your attendees don't sign, you may enter their names and license numbers on it and send it in stating that you have their signatures on file. For recorded on-demand courses, you may attest that all participants completed the course in full. All questions MUST be answered or the form will be returned to you for completion.***

- **No cover letter or fax cover sheet is necessary. Do not send evaluations.** Fax Attendance Sheet only to 614-224-6702 OR email as pdf attachments to [mce@ohpsych.org](mailto:mce@ohpsych.org) OR mail to OPA-MCE, 395 East Broad Street #310, Columbus, OH 43215.
- **The Attendance Sheets MUST include all of the following:**
  - ✓ **exact date of the course, with the exception of On-Demand courses, which are all to be dated the first day of the biennium 9-1-2022**
  - ✓ **exact title of the course as it appears on the certificate**
  - ✓ **exact number of hours (CE)**
  - ✓ **city and state where course took place if in person, or if it was a live webinar with an exact date or an on-demand webinar which are all to be dated 9-1-2022**
  - ✓ **whether it is Ethics/Cultural Competency or not**
- In cases where participants have the option of attending different components of a program for varying numbers of continuing education hours, each component must be reported as a separate course. A separate Attendance Sheet must be filled out for each component. *Note: Each of these different components counts as a separate course toward the number you are allowed with your initial payment. We will bill you for any courses over the allotted number prepaid.*
- This is also the case when the same course is given on different dates or in different cities. Each of these counts as a separate course toward the number you are allowed.
- The **course presenter** may obtain credit for the course one time by signing the Attendance Sheet.
- Send Attendance Sheets **as soon as possible** after the course.
- If you co-sponsor a course, you are responsible for submitting the appropriate forms to OPA-MCE. **We won't accept forms or calls from anyone other than your designated Program Administrator.**
- If your Administrator leaves, you must contact OPA-MCE so that the new person is trained properly and so that we can update our records with the current information.
- Indicate OPA-MCE provider status in brochures and on certificates of attendance by stating that you are an OPA-MCE Approved Provider and/or show your Provider Number.
- Your OPA-MCE Provider number is your tax ID# without the dash (-).
- To purchase mailing labels or electronic versions, fill out the Mailing Label Request Form at [www.ohpsych.org](http://www.ohpsych.org) and follow all instructions listed there.
- **For On-Demand Learning** – send in an On-Demand Learning Course Notification Form for each On-Demand Learning course you are planning to offer for psychology CE. We will assign a Course ID# to each. Then each quarter, send in a list of the psychologists who took the course, noting the exact title and course ID# along with their names and license numbers.

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Please tell participants that ***all on-demand learning courses (those that are recorded and can be taken throughout the biennium) will be dated the first day of the biennium – 9-1-2022 and not the day that they took the course so that they don't think they are missing from their transcripts.***

- All provider forms, manuals, applications, etc. are on our Web site at [www.ohpsych.org](http://www.ohpsych.org) in CE Providers section.

**\*\*\*\*Ethics/Cultural Competency/Professional Conduct Requirement\*\*\*\***

While psychologists still need only 23 total CE, at least 4 of them must be in ethics/cultural competency or professional conduct. Any of the following are the criterion for approval of an ethics course by the OPA-MCE office that will fulfill **the four (4) hours of ethics/cultural competency/professional conduct mandated** for license renewal. {amended ORC 4732.141 (2)}

1. Risk Management Issues
2. Confidentiality
3. Ethics of Supervision
4. Boundaries
5. HIPAA Requirements
6. Dual Relationships
7. Professional Impairment
8. Financial Ethics
9. Limits and Expansion of Competencies
10. Representation of Training and Credentialing
11. Specific Ethical Principles Listed in the APA Ethical Principles of Psychologists and Code of Conduct Manual
12. Ohio Rules of Professional Conduct, Section 4732.17
13. Regulatory Compliance
14. Cultural competency courses must build your knowledge, awareness, skills and capacity to identify, understand and respect the multiculturalism and the diversity, (the “aspects of identity stemming from race/ethnicity, gender, sexual orientation, disability, socio-economic status, religious/spiritual orientation and other cultural dimensions.”) that are the unique beliefs, values, customs, languages, abilities and traditions of all Ohioans.

***On certificates, please state if a course is Ethics and/or Cultural Competency.***

**Advertise your LIVE courses for free on the OPA-MCE CALENDAR seen at [www.ohpsych.org](http://www.ohpsych.org)**

All OPA-MCE Approved providers can advertise their **live** courses only for free on the MCE Calendar at [www.ohpsych.org](http://www.ohpsych.org). This is one of the most visited pages on our website. Click on the OPA-MCE Login button in the green bar at the top of the page. Where it says License, enter your Tax ID# without the “-“ (dash). Then enter your pin. You will see your transcript and buttons on the left for Receipts and Submitting Events to the MCE Calendar. Email the MCE office if you've forgotten your pin. For on-demand courses that can't be entered onto the MCE Calendar, we will put a link to your website in the OPA-MCE Approved Provider list. Also on this page of the website, you can print out receipts and look at your transcript of courses, back through 1998 by clicking Show All Courses at the bottom of the page.

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