



**2016-2018
Ohio Licensed Psychologists
OPA-MCE Policies and Procedures Manual**

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2016-2018
PSYCHOLOGIST QUICK REVIEW
INSTRUCTIONS FOR SUBMITTING CE TO OPA-MCE

- Ψ **23 Continuing Education (CE) Hours are required to renew most Ohio licenses; at least 4 of these hours must be in ethics/cultural competency/professional conduct.**
- Ψ **APA Approved Courses:** APA Approved Providers **NEVER** send course and attendance information to the OPA-MCE Office for recording. **YOU NEED TO REPORT ALL APA APPROVED COURSES TO THE OPA-MCE OFFICE.** To report these courses, email, mail or fax a copy of the certificate stating that the course is APA approved. The certificate must contain your name, license number (you can write it on) and the number of CE earned (face-to-face hours) along with an exact date of attendance. No forms need to accompany these certificates – just fax or email the certificates as soon as you earn them.
- Ψ **Submit courses to OPA-MCE as soon as you receive the certificate of attendance.** Courses taken in August, 2018 must be submitted before September 15, 2018. **Do not hold certificates until the end of the biennium – email, fax or mail them in as soon as you earn them.**
- Ψ **OPA-MCE Approved Provider Courses:** Be sure to sign the attendance sheet along with your license number at each course taken. All OPA-MCE Approved Providers send course attendance records directly to the OPA-MCE Office. OPA-MCE must record your CE credits from the attendance sheet. Therefore, if you attended a course presented by an OPA-MCE Approved Provider, you do not need to send your paperwork to the OPA-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. Go to the MCE Calendar at www.ohpsych.org/mce to find OPA-MCE approved courses being given around the state.
- Ψ **All Other (Non-Approved) Courses or Activities:** All other submissions must be accompanied by the **Psychologist's Request For Single Course Review** form. The certificate of attendance **AND** course objectives/syllabus **AND** presenter information **MUST ALL** be attached to the form for review by psychologists who are members of the OPA-MCE Review Committee. Enter the EXACT date, CE earned and city on the Single Course Review form. To avoid delays in getting your transcripts up to date be certain to fully complete the forms and attach all necessary documentation. Allow a minimum of four weeks for review of these courses. Non-OPA members must include a check for \$50.00 for each course review.

Credit will be given for activities such as taking a graduate course (face-to-face hours = CE earned), teaching a graduate course (face-to-face hours = CE earned), writing a published article/chapter (up to 7 hours) or a book (up to 20 hours). *Credit is only given once for teaching a course or conducting a workshop.* Writings must be published, or accepted for publication, in the biennium. Documentation of the activity must be included with the Single Course Review Form. For books, articles and chapters use the date of publishing or accepted for publishing and include the book, article or chapter. If you want the book back, include a self-addressed, stamped envelope. When sending in a graduate course taught, include the syllabus and a letter from your Department stating that you taught the course between two specific dates and for how many total hours. This number equals the number of CE earned.

CE Requirements for all psychologists for the 2016-2018 biennium (9-1-2016 to 8-31-2018):

If you were licensed BEFORE 10-1-2016, you must earn 23 CE including 4 in ethics/cultural competence/professional conduct.

If you were licensed BETWEEN 10-1-2016 and 9-30-2017, you must earn 13 CE including 4 in ethics/professional conduct/cultural competence.

If you were licensed on 10-1-2017 OR AFTER, you are exempt from earning hours in this biennium and do not need to register with OPA-MCE for 2016-2018

All courses must be completed between 9-1-2016 and 8-31-2018. Hours do not carry over to the next biennium. **Fax certificates of attendance to 614-224-6702 or email to mce@ohpsych.org or mail to 395 East Broad Street #310, Columbus, OH 43215.**

- Ψ The OPA-MCE registration fee for the biennium is \$125.00 for Ohio Psychological Association Members and \$165.00 for non-OPA Members. Current OPA members pay no course review fees while non-OPA members pay \$50.00 per course to have volunteer OPA members of the OPA-MCE Review Committee review courses taken from non-approved providers, graduate courses taught or taken, books, chapters and articles written.
- Ψ Courses taken in one biennium DO NOT carry over into another biennium.
- Ψ Discard all past OPA-MCE forms. Information submitted on forms from a biennium other than the 2016-2018 biennium will not be accepted.
- Ψ **Standards of Continuing Education Credits:** The OPA-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 the Certificate of Completion and promotional materials. (2) **The activity is graduate level, clearly relevant to the practice of psychology as well as the science of psychology as demonstrated by additional materials accompanying the form.** Decisions of reviewers may be appealed by resubmitting the form with additional documentation that makes the case for approval of the course.
- Ψ **Distance learning courses** may be used to satisfy all 23 hours of continuing education required in Ohio. Beginning this biennium 9-1-2016 to 8-31-2018, OPA-MCE will be reviewing NON-approved distance learning via the Single Course Review form. APA or OPA-MCE approved distance learning will be approved as before.
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- Ψ A list of Providers approved by the OPA-MCE Office to offer continuing education for psychologists in Ohio is available on the OPA-MCE website at www.ohpsych.org. The OPA-MCE Office updates this site with new OPA-MCE Approved Providers on an ongoing basis. Direct links to provider websites and/or courses are also available here.
- Ψ **Check Your Transcript/Register/Get Receipts Online:** If you register a four-digit PIN number with the OPA-MCE office, you will be able to check your hours or print out your transcript or receipts at any time through the OPA-MCE website (www.ohpsych.org). Click on MCE, then go to View Your Transcript on the right and enter your license number and PIN then click GO. If your transcript doesn't appear, click OPA MCE on the left side of the screen. You may request that your PIN be emailed to you if you've forgotten it. Online transcripts appear in real time; if a course is not included on your online transcript, the OPA-MCE Office has not received notification from you or an OPA-MCE Provider that you attended. Please be patient and check it again in a few days before calling the office. At this same location you can also print out receipts and register with OPA-MCE.
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Once you have earned the required number of 23 CE hours including at least 4 in ethics/cultural competency/professional conduct, you will receive a letter, transcript and certificate confirming your completion. Your records will be forwarded by OPA-MCE to the State Board of Psychology-Ohio once you have earned your required hours. In July of the even-numbered year, you will receive notice from the State Board to renew your license and register with OPA-MCE for the upcoming biennium.

Ψ If you require a waiver from CE, call the State Board of Psychology at 614-466-8808.

Introduction

Ohio Psychological Association

The Ohio Psychological Association (OPA) is a private non-profit organization, 501(c)(6), whose mission is to advance psychology as a science, as a profession, and as a means of promoting human welfare, pursuing to these ends as broad a range of Association activities as is feasible. OPA strives to provide members with benefits that respond to their needs and strengthen their profession. One of the services that the Ohio Psychological Association provides is to keep members informed of quality continuing education opportunities.

The Ohio Psychological Association has a long history of providing quality continuing education for psychologists at the post-doctoral level. Through workshops, an annual convention, and colloquia, the Ohio Psychological Association has demonstrated its commitment to assisting psychologists in their profession. In 1996 OPA took an additional step towards its goal of providing additional continuing education opportunities when it agreed to work with the State Board of Psychology-Ohio to implement revisions in Ohio law which require licensed psychologists to complete continuing education achieved every biennium to renew Ohio psychology licenses.

OPA-MCE Program and Ohio Law

According to Ohio law, which was revised in 2002, a psychologist must earn 23 credit hours of continuing education each biennium. These 23 credit hours must be earned through activities that are approved by an Accrediting Agency. (1 credit hour is equal to 1 contact hour.) **At least four (4) of these 23 hours must be in continuing education that focuses on professional conduct and ethics.** (See the Ethics Requirement)

In Ohio Revised Code (ORC) 4732.141(B)(1), accrediting agencies are described. It states, "(Continuing education) is obtained through a program or course approved by the State Board of Psychology, the Ohio Psychological Association, or the American Psychological Association or, in the case of a licensed school psychologist 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." The Association of Black Psychologists may also accredit courses for psychologists in Ohio.

As an accrediting agency, we are furthering our mission and commitment of advancing psychology through continuing education. OPA's goals are as follows:

- Honor the letter and the spirit of Ohio law and regulations;
- Provide the State Board of Psychology-Ohio with accurate and timely data;

- Assist providers in reaching and maintaining the highest professional and educational standards in their continuing education program.

To reach these goals, the Ohio Psychological Association established the Mandatory Continuing Education (OPA-MCE) Program. There are two components to this program. The first component is the OPA-MCE Office. The second component to the program is the OPA-MCE Committee.

The Office of Mandatory Continuing Education (OPA-MCE Office)

To assure accountability and to maintain standards for continuing education, the Ohio Psychological Association created the Office of Mandatory Continuing Education (OPA-MCE Office). The OPA-MCE Office is responsible for the day-to-day functioning of the program that includes data entry, troubleshooting, information processing, data manipulation, contract management, and other relevant functions. The OPA-MCE Office will also assist with policy and guideline implementation.

The Mandatory Continuing Education Committee

The OPA-MCE Committee is responsible for reviewing all Mandatory Continuing Education, provider applications and single course reviews of non-approved courses for psychologists. The committee reviews these materials on an on-going basis. The committee also collaborates with the OPA Education Committee, which has responsibility for the continuing education courses provided by OPA. The OPA-MCE Committee is composed of Ohio psychologists, who are OPA members and have donated their time and effort to assist psychologists in maintaining their licenses by assuring quality programs and courses for their colleagues.

In reviewing the applications, the OPA-MCE Committee is guided by the Ohio Revised Code, the Ohio Administrative Code (State Board of Psychology rules), and policies, procedures and guidelines established by the Committee.

Recording Your Credit Hours

Per Ohio law and regulations, the Ohio Psychological Association and the Ohio School Psychologists' Association are the only two organizations permitted to record continuing education hours for Ohio licensed psychologists. Psychologists ARE REQUIRED to record their hours with one of these two organizations.

There are three means for recording credit hours:

- (1) A registered psychologist can complete a program through an OPA Approved Provider. The OPA Approved Provider will then submit all the necessary paperwork to the OPA-MCE office for recording. That report is due within 45 days of the completion of the course. The psychologist does not need to report courses taken from OPA approved providers, but **must** sign the OPA-MCE attendance sheet at the course.
- (2) A registered psychologist can attend a program offered by an organization approved by APA, another State/Provincial Psychological Association, the Ohio Association of Black Psychologists, or the Ohio School Psychologist Association. Psychologists **MUST** report these courses by mailing, emailing or faxing a copy of the certificate of completion/attendance to the OPA-MCE Office. APA approved providers do not send

any information to OPA-MCE. The certificate must contain your name, license number, city and the exact number of credit hours earned.

- (3) A psychologist may complete an activity such as attending a program, teaching a graduate course, attending a post-graduate course, writing a published article or book chapter, or authoring a book and having the activity reviewed for approval. These must be reported using the *Psychologist's Request For Single Course Review* form. See the Psychologist Quick Review for instructions.

OPA-MCE Standards for Continuing Education Credits

OPA-MCE standards require that all courses be pertinent to the theory, practice and methodology of psychology, be relevant to psychological practice, be taught at the post-licensure level/graduate level, and enable a psychologist to provide better psychological care to the consumer. No credit will be given for (a) regular work activities as a psychologist (b) membership, office in, or participation on boards or committees of professional organizations (c) personal psychotherapy or personal growth experience.

Fees

The registration fee that registered psychologists will pay during the 2008-2010 biennium is:

- \$125.00 for OPA Members
- \$165.00 for NON-OPA Members
- There are additional late fees assessed on a quarterly basis on the following schedule:
 - If paying: after 12/1/16.....add \$20.00
 - after 3/1/17..... add \$40.00
 - after 6/1/17.....add \$60.00
 - after 9/1/17..... add \$80.00
 - after 12/1/17.....add \$110.00
 - after 3/1/18.....add \$150.00
 - after 6/1/18.....add \$200.00
 - after 8/31/18.....add \$300.00
- **Non-OPA** members are assessed a fee of \$50.00 for each *Psychologist's Request for Single Course Review* form they submit. These forms are reviewed by OPA members who volunteer their time to serve on the OPA-MCE Committee.
- OPA members are **not** required to pay a fee when they submit a *Psychologist's Request for Single Course Review*.
- **There are no additional fees for recording credits for courses approved by OPA, APA, OSPA, NSPA, ABP or the State Board of Psychology-Ohio.**

Submitting CE Credits

OPA-MCE Approved Provider Courses

OPA-MCE Approved Providers are required to send course and attendance information to the OPA-MCE Office for recording purposes. You do not need to report courses taken from an

OPA-MCE approved provider, but you **MUST** sign and put your license number on the attendance sheet at the course.

APA Approved Courses

The OPA-MCE Office accepts all courses taken from American Psychological Association Approved Sponsors. You can check to see if a provider is APA approved at <http://www.apa.org/ce/sponappr.html>.

APA Approved Providers DO NOT send course and attendance information to the OPA-MCE Office for recording. **YOU NEED TO REPORT ALL APA APPROVED COURSES TO THE OPA-MCE OFFICE.** APA providers never report your CE to OPA-MCE. To report these courses, mail, email or fax a copy of the certificate stating that the course is APA approved. The certificate must contain your name, license number and the number of CE hour earned. Fax, email or mail the certificate to OPA-MCE with no cover sheet or forms.

All Other Courses

If a course is not given by an OPA-MCE or APA Approved Provider, the course must be submitted to the OPA-MCE Office for review.

The *Psychologist's Request For Single Course Review* form is used for activities and courses that have not been approved. Courses or activities reported with this form will be reviewed by psychologists who are members of the OPA-MCE Review Committee. Please carefully complete the form and attach appropriate documentation to assist the reviewers in determining if the course meets OPA-MCE standards. Reviewers are required to sign a conflict of interest statement before the course is reviewed. **Please allow a minimum of four weeks for review of these courses.**

Instructions: *Psychologist's Request For Single Course Review*

A. Fill out the form completely and be sure to provide the OPA-MCE office with information on the best ways to contact you in case there are questions or if additional information is needed. Attach the certificate of attendance **and** course objectives, describing the course content and the presenters. The brochure will often suffice. Also include the **exact** dates and **exact** number of CE earned.

B. This form can be submitted either before or after attending/completing an activity. The OPA-MCE Committee will review this activity to determine if it meets the standards of continuing education for psychologists. The psychologist will be notified in writing as to the decision to approve or deny the acceptability of the activity. OPA-MCE will record credit for an approved activity only after it has been completed and a Certificate of Completion has been submitted.

C. **Non-OPA Members Only:** Submit the required fee of \$50.00 for each *Psychologist's Request for Single Course Review* form. These forms are reviewed by OPA members who volunteer their time to serve on the OPA-MCE Committee.

Calculation of Credit Hours

Hours on the Certificate of Completion, are calculated as one (1) credit for every hour of direct, face-to-face contact. Independent studies or internet courses should have a Certificate of Completion issued with the credits printed on the certificate and must be given by APA or OPA-MCE approved providers. If they are not approved courses, they must be sent in with a Single Course Review form.

Instructing a Class or Presenting a Course

Psychologists teaching a college/university **graduate level** class or presenting a course for a non-approved organization may submit the class or course using the *Psychologist's Request for Single Course Review*. The class or course may only be submitted for review once during the duration of instruction or presentation of the class or course. Credit is only given once for each specific activity of this type.

If a psychologist is presenting a course offered by an OPA-MCE Approved Provider, the course is automatically approved for credit, but the presenter should make the OPA-MCE Approved Provider aware that he/she would like to have the presentation recorded for credit by signing the attendance sheet.

Writing/Publishing

Credit may be given for articles, chapters, or books that are published during the biennium. Please use the *Psychologist's Request for Single Course Review* to request review of your writings for credit. Generally, articles and chapters are approved for 3-7 credits; and books for 10-20, depending upon scholarship, authorship and should be published in a professional journal.

Distance Learning Courses/ Independent Study

OPA-MCE accepts internet, webinars and home study courses under the definition of distance learning. Psychologists may use distance learning to complete all of their 23 hours of continuing education. If a distance learning course is taken from a NON-approved provider, the psychologist must complete the Single Course Review form.

OPA-MCE Transcript

The OPA-MCE Transcript is our means of keeping registered psychologists up-to-date on their status and progress towards achieving CE hours. Therefore, it is very important that the OPA-MCE office has a current address and phone number at all times.

We provide psychologists registered with us 24-hour access to their transcripts. By registering a four-digit pin number with the OPA-MCE office, you will be able to check your hours at any time through the OPA website at www.ohpsych.org. You will need your license number and pin number to gain access to your OPA-MCE Transcript online. A transcript will include the

program title, date of program, number of credit hours granted, and a total number of credit hours you have recorded to date with the OPA-MCE office.

You may check your transcript online by going to www.ohpsych.org, click on MCE. On the right, where it says View Your Transcript, enter your license number and pin number and click GO. If you have forgotten your pin, you can retrieve it from the web site. If your transcript does not appear, click on the blue and yellow button on the left that says OPA MCE. By clicking Show All Courses at the bottom of the screen, you can see all of the courses we've recorded for you since 1998.

Keep in mind also that since OPA-MCE Approved Providers have up to 45 days to report course attendance, a transcript will not necessarily reflect all the coursework you have completed. Also due to the tremendous volume, your transcript won't be updated as quickly in the final 2 months of the biennium. Please be patient.

OPA-MCE Approved Providers

Who are OPA-MCE Approved Providers?

There are a wide variety of provider organizations. They include individuals, hospitals, medical schools, government agencies, associations, group practices, universities, professional schools, health facilities, and other businesses.

Individuals, organizations and businesses who are committed to providing quality education opportunities for Ohio psychologists and who will implement the OPA-MCE contract and follow Ohio law and regulations may apply to become an OPA-MCE Approved Provider.

OPA-MCE Approved Provider Responsibilities

The OPA-MCE Program approves providers only. We do not approve individual courses. Therefore, the content and applicability of the courses are the responsibility of OPA-MCE Approved Providers. Although we do not approve individual courses, the courses shall be consistent with the Office of Mandatory Continuing Education's mission and the OPA-MCE program goals. The providers agree to send the Ohio Psychologist Attendance Sheet to OPA-MCE within 45 days of the course.

The OPA-MCE Approved Provider Guide

The OPA-MCE Approved Provider Guide will be published on the OPA-MCE website at <http://www.ohpsych.org>, providing registered psychologists with a listing of OPA-MCE Approved Providers and their contact information. Courses being offered around the state by OPA-MCE Approved Providers will be posted on the website on the MCE Calendar. The website will be updated on an on-going basis. Please note, the OPA-MCE Office cannot be responsible for Approved Providers that do not submit specific course information.

OPA-MCE Partial Credit Policy

Each continuing education activity is expected to be planned as a single, coherent learning experience to be taken in its entirety.

Partial credit (meaning anything less than the number of hours the course is approved for) cannot be granted to a licensee. Credit is not given to psychologists who arrive at a program more than ten minutes late or leave more than ten minutes early from any workshop.

Appeal Process

If for whatever reason, an activity submitted using the *Psychologist's Request for Single Course Review Form* is denied, the psychologist has two options:

1. The psychologist can resubmit the form with documentation, as is, so that another reviewer can review the information submitted.
2. The psychologist can resubmit the form with additional documentation requested from the initial reviewer and have it reviewed again.

Refer to the Ohio Administrative Code (OAC) 4732-2 (C) for further appeal procedures.

Reporting Records to the State Board of Psychology-Ohio

Once a psychologist has achieved the required hours, the OPA-MCE Office will send you a Final Transcript and notify the State Board of Psychology-Ohio that your hours have been completed. You are not required to do anything.

At the same time that the State Board of Psychology-Ohio is notified of this completion, registered psychologists will receive a confirmation letter acknowledging this achievement. The OPA-MCE Office asks that you retain this letter for your records.

Exemptions and Waivers from OPA-MCE through OSBP

The State Board of Psychology-Ohio may grant a waiver of Mandatory Continuing education (OPA-MCE) requirements for renewal in 2008 under some circumstances. For more information regarding exemptions for military service, other U.S. service or other circumstances contact

State Board of Psychology-Ohio
77 South High Street #1830
Columbus, OH 43215
www.psychology.ohio.gov
(614) 466-8808

Related Organizations and Psychologists' Responsibilities

The OPA-MCE Program will continue to accept courses completed through state or provincial psychology associations or state boards of psychology, depending upon the mechanisms they have established for recording continuing education credits. **The Psychologist is responsible for reporting APA approved courses to OPA-MCE by emailing, faxing or mailing the certificate of attendance.**

Contacting the Office of Mandatory Continuing Education

The OPA-MCE Office may be contacted at:

Office of Mandatory Continuing Education
395 East Broad Street #310
Columbus, OH 43215
888-672-6231 614-224-9620
Fax: 614-224-6702
mce@ohpsych.org
www.ohpsych.org



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Fax 614-224-6702
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