Licensee Name: __________________________ License Number: ______________

Program Sponsor: __________________________ Program Date: ______________

Program Title: __________________________

Hours completed as an attendee of the program: ______________

Hours to be credited for making a presentation at the program: ______________

I understand that all requirements listed below must be met for credit to be allowed for the presentation and that no more than six total hours credit will be given for presentations given during the annual reporting period.

Credit will be given for continuing education activity submissions only if the required documentation outlined below is submitted to the Board office. Please submit your hours as you complete them throughout the year. You will be notified upon receipt by the Board office if a continuing education submission does not meet the requirements listed below.

(See 750-X-3A-.05(1))
i.e. APA, aPA or other state psychological association approved activities
1. Individual reporting form
2. Certificate of completion that lists all of the following information:
   a. Name of licensee
   b. Title of activity
   c. Completion date of activity
   d. Number of hours credit to be given
   e. Name of approving organization (i.e. APA or aPA or other state psychological association)

(See 750-X-3A-.05(2))
i.e AMA, NBCC, NASW, etc. approved activities other than home, independent, distance, book-based or online study programs
1. Individual reporting form
2. Certificate of completion that lists all of the following information:
   a. Name of licensee
   b. Title of activity
   c. Completion date of activity
   d. Number of hours credit to be given
   e. Name of approving organization (i.e. AMA, NBCC, NASW, etc.)
3. A brochure or other documentation provided by the entity sponsoring the activity or a letter from the presenters that confirms the program meets all of the criteria specified in 750-X-3A-.05(2) and clearly reflects the interface between psychology and the topic of the program. Credit will not be given for any submission that does not include this information.

I affirm I have completed the continuing education hours specified above and submit them for the purpose of maintaining my license.

Signature: __________________________ Date: __________________________

Return to: Alabama Board of Examiners in Psychology
100 North Union Street, Suite 880
Montgomery, Alabama 36104

For Board Use Only

Hours credited: ___________ Approved by: __________________________ Date: ___________
The Board is charged by law to require a process of continuing education as part of its licensure procedures. At the time of this printing, these requirements were in effect:

**Psychologists**

The continuing education requirement for license renewal for psychologists is 20 hours per year. One hour of continuing education is defined as no less than 50 minutes of learning in one hour. Credit is accrued on an annual basis (October 1 - September 30). A maximum of 6 hours accrued during a given year may be credited (carried over) to the subsequent year. Hours cannot be carried over for more than one year.

**Psychological Technician**

The continuing education requirement for license renewal for psychological technicians is 10 hours per year. One hour of continuing education is defined as no less than 50 minutes of learning in one hour. Credit is accrued on an annual basis (October 1 - September 30). A maximum of 3 hours accrued during a given year may be credited (carried over) to the subsequent year. Hours cannot be carried over for more than one year.

Questions about continuing education requirements may be addressed to the Board at any time. It is the responsibility of the licensed psychologist and psychological technician to comply with the continuing education requirement and to furnish the Board with appropriate documentation. The Board reserves the right to request or obtain additional documentation or verification beyond that required by this form. The Board further reserves the right to decline to accept credits or hours submitted for cause.

In submitting, or causing this form to be submitted, the licensee affirms that the hours reported have been completed.

On request, the Board will provide the licensee with information about his or her documented continuing education credits. The Rules and Regulations of the Board which govern this process are available upon request and on the Board’s web site at www.psychology.alabama.gov.

Additional forms may be obtained by contacting the Board or on the Board’s web site at www.psychology.alabama.gov. This form may be photocopied.