

## Summary of Illinois Continuing Education Requirements for Psychologists for the 2022-2024 Licensing Cycle

24 Continuing education hours are required every two-year licensing period

- At least 3 hours must include content related to ethics.
- One hour of Sexual Harassment Prevention Training (required of all licensed professionals). If the training you take is given by an approved sponsor, that hour can be counted toward the 24 required during that licensing period.
- A course must be taken every three years aimed at helping Illinois Mandated Reporters understand their child abuse reporting requirements. Clinical Psychologists re mandated reporters. Again, if the course is provided by an approved continuing education sponsor you can count this toward your 24 required hours as well.

After January 1, 2023, the following additional continuing education courses must be taken:

- At least a one-hour course on Implicit Bias Awareness Training. This is required of all licensed healthcare professionals. If the course is offered by an approved Illinois continuing education provider that course can count toward the 24 required hours for licensure each period.
- At lease a one-hour Alzheimer's training course that covers assessment, diagnosis, effective communications strategies and management and care planning for individuals who suffer from Alzheimer's disease and other dementias. This course must be provided by an approved Illinois continuing education sponsor and will count toward the 24 hours of continuing education required each cycle.

### Rules Outlining Continuing Education Requirements from the Clinical Psychologist and Prescribing Psychologist Licensing Act.

#### Section 1400.60 Continuing Education

- a) Continuing Education (CE) Hours Requirements
  - 1) In order to renew a license, a clinical psychologist shall be required to complete 24 hours of continuing education. At least 3 of the 24 hours must include content related to the ethical practice of clinical psychology.
  - 2) In order to renew a prescribing psychologist license, a prescribing psychologist shall also be required to complete 20 hours of continuing education on the subject of pharmacology. This requirement shall be in addition to the 24 hours of CE required to renew a clinical psychologist license.

- 3) A prerenewal period is the 24 months proceeding September 30 of each even-numbered year.
  - 4) One CE hour shall equal one clock hour of attendance. After completion of the initial CE hour, credit may be given in one-half hour increments.
  - 5) A renewal applicant shall not be required to comply with CE requirements for the first renewal of an Illinois license.
  - 6) Clinical psychologists licensed in Illinois but residing and practicing in other states shall comply with the CE requirement set forth in this Section.
  - 7) CE credit hours used to satisfy the CE requirements of another jurisdiction may be applied to fulfill the CE requirements of the State of Illinois.
- b) Approved Continuing Education
- 1) CE hours shall be earned by verified attendance (e.g., certificate of attendance or certificate of completion) at, or participation in, a program or course (program) that is offered or sponsored by an approved continuing education sponsor who meets the requirements set forth in subsection (c), except for those activities described in this subsection (b).
  - 2) A maximum of 18 CE credits per renewal period may be earned for completion of distance-learning courses or programs that are offered by an approved sponsor who meets the requirements set forth in subsection (c). Examples of distance-learning courses include, but are not limited to, first class mail, magazines, email, message boards, websites and webinars. Each distance-learning CE course shall include an examination.
  - 3) CE credit may be earned through postgraduate training programs (e.g., extern, residency or fellowship programs) or completion of graduate level psychology related courses that are a part of the curriculum of a college, university or graduate school. Courses that are part of the curriculum of a university, college or other educational institution shall be allotted CE credit at the rate of 15 CE hours for each semester hour or 10 CE hours for each quarter hour of school credit awarded. Courses that are audited shall not satisfy the requirements of this Section.
  - 4) CE credit may be earned for verified teaching in the field of psychology in an accredited college, university or graduate school and/or as an instructor of CE programs given by approved sponsors. Credit will be applied at the rate of 1.5 hours for every hour taught and only for the first presentation of the program (i.e., credit shall not be allowed for repetitious presentations of the same program). A maximum of 10 hours of CE credit may be obtained in this category per prerenewal period.

c) Approved CE Sponsors and Programs

- 1) Sponsor, as used in this Section, shall mean:
  - A) American Psychological Association or its affiliates;
  - B) National Register of Health Service Psychologists;
  - C) Association of State and Provincial Psychology Boards;
  - D) American Medical Association or its affiliates;
  - E) Illinois Psychological Association or its affiliates;
  - F) Any regionally accredited school, college or university, or any State agency;
  - G) Any other person, firm or association that has been preapproved and authorized by the Division pursuant to subsection (c)(2) to coordinate and present CE courses and programs.
- 2) An entity seeking approval as a CE sponsor pursuant to subsection (c)(1)(G) shall submit an application, on forms supplied by the Division, along with the fee set forth in Section 1400.40. (State agencies, State colleges and State universities in Illinois shall be exempt from paying this fee.) The application shall include:
  - A) Certification:
    - i) That all programs offered by the sponsor for CE credit shall comply with the criteria in subsection (c)(3) and all other criteria in this Section;
    - ii) That the sponsor shall be responsible for verifying full-time continuous attendance at each program and provide a certificate of attendance as set forth in subsection (c)(8);
    - iii) That, upon request by the Division, the sponsor shall submit evidence (e.g., certificate of attendance or course material) as is necessary to establish compliance with this Section. Evidence shall be required when the Division has reason to believe that there is not full compliance with the statute and this Part and that this information is necessary to ensure compliance;

- B) A copy of a sample program with faculty, course materials and syllabi.
- 3) All programs shall:
- A) Contribute to the advancement, extension and enhancement of the professional skills and scientific knowledge of the licensee in the practice of clinical psychology;
  - B) Foster the enhancement of general or specialized clinical psychology practice and values;
  - C) Be developed and presented by persons with education and/or experience in the subject matter of the program;
  - D) Specify the course objectives, course content and teaching methods to be used; and
  - E) Specify the number of CE hours that may be applied to fulfilling the Illinois CE requirements for license renewal.
- 4) Each CE program shall provide a mechanism for evaluation of the program and instructor by the participants. The evaluation may be completed on site immediately following the program presentation or an evaluation questionnaire may be distributed to participants to be completed and returned by mail. The sponsor and the instructor, together, shall review the evaluation outcome and revise subsequent programs accordingly.
- 5) An approved sponsor may subcontract with individuals and organizations to provide approved programs. All advertising, promotional materials, and certificates of attendance must identify the licensed sponsor and the sponsor's license number. The presenter of the program may also be identified but should be identified as a presenter. When a licensed sponsor subcontracts with a presenter, the licensed sponsor retains all responsibility for monitoring attendance, providing certificates of attendance and ensuring the program meets all of the criteria established by the Act and this Part, including the maintenance of records.
- 6) All programs given by approved sponsors shall be open to all licensed clinical psychologists and not be limited to members of a single organization or group.
- 7) To maintain approval as a sponsor pursuant to subsection (c)(2), each sponsor shall submit to the Division by September 30 of each even-numbered year a renewal application, the fee set forth in Section 1400.40.

- 8) Certification of Attendance. It shall be the responsibility of a sponsor to provide each participant in a program with a certificate of attendance or participation. The sponsor's certificate of attendance shall contain:
    - A) The name, address and license number of the sponsor;
    - B) The name and address of the participant;
    - C) A brief statement of the subject matter;
    - D) The number of hours attended in each program;
    - E) The date and place of the program; and
    - F) The signature of the sponsor or person responsible for the CE program.
  - 9) The sponsor shall maintain attendance records for not less than 5 years.
  - 10) The sponsor shall be responsible for assuring that no renewal applicant receives CE credit for time not actually spent attending the program.
  - 11) Upon the failure of a sponsor to comply with any of the requirements of this Section, the Division, after notice to the sponsor and hearing before and recommendation by the Board (see 68 Ill. Adm. Code 1110), shall thereafter refuse to accept for CE credit attendance at or participation in any of that sponsor's CE programs until the Division receives assurances of compliance with this Section.
  - 12) Notwithstanding any other provision of this Section, the Division or Board may evaluate any sponsor of any approved CE program at any time to ensure compliance with requirements of this Section.
- d) Certification of Compliance with CE Requirements
- 1) Each renewal applicant shall certify, on the renewal application, full compliance with the CE requirements set forth in this Section.
  - 2) The Division may require additional evidence demonstrating compliance with the CE requirements (e.g., certificate of attendance). This additional evidence shall be required in the context of the Division's random audit. It is the responsibility of each renewal applicant to retain or otherwise produce evidence of compliance for the previous 8 years.

- 3) When there appears to be a lack of compliance with CE requirements, an applicant shall be notified in writing and may request an interview with the Board. At that time the Board may recommend that steps be taken to begin formal disciplinary proceedings as required by Section 10-65 of the Illinois Administrative Procedure Act [5 ILCS 100/10-65].
- e) Continuing Education Earned in Other Jurisdictions
- 1) If a licensee has earned or is seeking CE hours offered in another jurisdiction not given by an approved sponsor for which the licensee will be claiming credit toward full compliance in Illinois, the applicant shall submit an individual program approval request form, along with a \$25 processing fee, prior to participation in the program or within 90 days after expiration of the license. The Board shall review and recommend approval or disapproval of the program using the criteria set forth in subsection (c)(3).
  - 2) If a licensee fails to submit an out-of-state CE approval form within the required time frame, late approval may be obtained by submitting the approval request form with the \$25 processing fee plus a \$50 per CE hour late fee not to exceed \$300. The Board shall review and recommend approval or disapproval of the program using the criteria set forth in subsection (c)(3).
- f) Restoration of Nonrenewed License. Upon satisfactory evidence of compliance with CE requirements, the Division shall restore the license upon payment of the fee required by Section 1400.40.
- g) Waiver of CE Requirements
- 1) Any renewal applicant seeking renewal of a license without having fully complied with these CE requirements shall file with the Division a renewal application, along with the required fee, a statement setting forth the facts concerning noncompliance, a request for waiver of the CE requirements on the basis of these facts and, if desired, a request for an interview before the Board. A request for waiver shall be made prior to the renewal date. If the Division finds, upon the written recommendation of the Board and from the affidavit or any other evidence submitted, that extreme hardship has been shown for granting a waiver, the Division shall waive enforcement of CE requirements for the renewal period for which the applicant has applied.
  - 2) Extreme hardship shall be determined on an individual basis by the Board and be defined as an inability to devote sufficient hours to fulfilling the CE requirements during the applicable prer renewal period because of:

- A) Full-time service in the armed forces of the United States of America during a substantial part of the prerenewal period;
  - B) A temporary incapacitating illness documented by a statement from a currently licensed physician. A CE waiver under this subsection (g) may only be granted for one renewal period, and shall not be granted for any subsequent period;
  - C) Temporary undue hardship (e.g., prolonged hospitalization, being disabled and unable to practice clinical psychology on a temporary basis).
- 3) If an interview is requested at the time the request for waiver is filed with the Division, the renewal applicant shall be given at least 20 days written notice of the date, time and place of the interview by certified mail, return receipt requested.
- 4) Any renewal applicant who, prior to the expiration date of the license, submits a request for a waiver, in whole or in part, pursuant to the provisions of this Section, shall be deemed to be in good standing until the final decision on the application is made by the Division.