



Alaska Department of Commerce, Community, and Economic Development  
 Division of Corporations, Business and Professional Licensing  
 Board of Psychologist and Psychological Associate Examiners  
 P.O. Box 110806, Juneau, Alaska 99811-0806  
 Telephone: (907) 465-5470  
 E-mail: license@alaska.gov

**BIENNIAL PSYCHOLOGIST LICENSE RENEWAL**  
 July 1, 2009 – June 30, 2011

**IT IS TIME TO RENEW YOUR PSYCHOLOGIST LICENSE**

Your license to practice as a psychologist in the State of Alaska expires on June 30, 2009. It is illegal for you to practice if your license has expired. There is no grace period. This is the only renewal notice you will receive. Incomplete applications or insufficient fees will result in your renewal being rejected.

**RENEWAL DUE DATE** Submit renewal application as soon as possible to ensure renewal processing prior to June 30, 2009. There is **no grace period**, all licenses not renewed by June 30, 2009 will lapse. This is the only renewal notice you will receive.

**NAME CHANGE** If you have had a legal name change since your last license was issued, enclose a copy of the legal document (marriage certificate, divorce decree, etc.) as proof of the change.

**EXPIRED LICENSES** There is no "inactive" license status. If you choose not to renew your license before it expires, you may renew the license at a later date only after satisfying the requirements in Article 6 of 12 AAC 60. Licenses which have been expired more than five years cannot be renewed.

**PAYMENT OF CHILD SUPPORT AND STUDENT LOANS** If the Alaska Commission on Postsecondary Education has determined you are in loan default or if the Alaska Child Support Enforcement Division has determined you are in arrears on child support, you will be issued a nonrenewable temporary license valid for 150 days. Contact Postsecondary Education at 1-800-441-2962 or (907) 465-2962 or Child Support Services at (907) 269-6657 if your last name begins with A –M; Contact (907) 269-6845 if your last name begins with N – Z, or 1-800-478-3300 to resolve payment issues.

**PUBLIC INFORMATION** Please be aware that all information on this renewal form will be available to the public, unless required to be kept confidential by state or federal law. In addition, current licensee information, including mailing addresses, is available on the division's website at [www.commerce.state.ak.us/occ](http://www.commerce.state.ak.us/occ) under "Professional License Search."

**BUSINESS LICENSE** Renewal applications for business licenses will be mailed separately. For information about business licenses, call (907) 465-2550 or use Internet address: <http://www.state.ak.us/occ/buslic.htm> (click on Business, then Business Licenses).

**SOCIAL SECURITY NUMBER** Alaska Statute 08.01.060(b) and 08.01.100(e) require an applicant for a professional license to provide a United States Social Security Number. If you qualified for your initial license without a social security number, you must complete the "Request for Exception from Social Security Number Requirement" (Form 08-4372 – Rev. 08-19-04) to renew your license without submission of a social security number. To request the exception form, contact the division at the address noted on this application.

**Please make check or money order payable to the State of Alaska (or by credit card using the attached form).**

License Number 1-585: \$1025.00

Prorated license fee Numbers 586 and above: \$512.50

Name: \_\_\_\_\_  
 Last First Middle

Corrected Mailing Address (Complete only if your address is different than the address label shown above.)

\_\_\_\_\_  
 Street or P.O. Box City State Zip Code

Daytime Telephone Number: \_\_\_\_\_ License Number: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
 (Required pursuant to AS 08.01.100)

**PROFESSIONAL FITNESS:** The following questions must be answered. "Yes" answers may not automatically result in license denial.

Since the date of your last application for an Alaska psychologist license:

- |   | YES                      | NO                       |
|---|--------------------------|--------------------------|
| 1. Have you had your license denied, revoked, suspended, surrendered, placed on probation, or been the subject of any restriction, censure, reprimand, or other disciplinary action in any jurisdiction? .....  | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Have you been convicted of any criminal offense other than a minor traffic violation? .....  | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Have you experienced or been treated for bipolar disorder, schizophrenia, paranoia, a psychotic disorder, substance abuse, or any other mental or emotional illness which may impair or interfere with your ability to practice as a psychologist? ..... | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Have you been addicted to or excessively or illegally used alcohol or a controlled substance? .....  | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Have you experienced a physical disability which may impair or interfere with your ability to practice as a psychologist? .....  | <input type="checkbox"/> | <input type="checkbox"/> |

**If you answered "Yes" to any of the above questions, please explain dates and circumstances on a separate piece of paper, and send any supporting documents that are applicable (court records, etc.).**

**CONTINUING COMPETENCY:** Your license cannot be renewed unless you have met the continued competency requirements in Article 6 of 12 AAC 60 (see enclosed regulations).

**RANDOM AUDIT:** The Board will audit a percentage of the license renewals. If your license is randomly selected for audit, you will be sent a letter and required to submit copies of documentation and proof that you satisfied the continued competency requirements as you stated on this renewal form. Save your documents for at least four years so you can respond to audits.

**CONTINUING EDUCATION AFFIDAVIT OF COMPLIANCE**

In accordance with Article 6 of 12 AAC 60, I certify that I have obtained an average of 20 credit hours of approved continuing education for each year during the concluding licensing period of July 1, 2007 - June 30, 2009, and that I have documentation of attendance of courses which I will furnish to the Board of Psychologist and Psychological Associate Examiners if requested to do so.

**PLEASE INDICATE BELOW THAT YOU HAVE RECEIVED THE FOLLOWING CONTINUING EDUCATION CREDITS (AS REQUIRED FOR YOUR CORRESPONDING LICENSE NUMBER) BETWEEN JULY 1, 2007 THROUGH JUNE 30, 2009.**

- License issued before July 1, 2007 (License #s 1 through 574)..... 40 hours required
- License issued after July 1, 2007, and before July 1, 2008 (License #s 575 through 585)..... 20 hours required
- License issued on or after July 1, 2008 (License #s 586 and above)..... 0 hours required

**The attached continuing education documentation form must be submitted with your renewal.**

**WARNING: The Board of Psychologist and Psychological Associate Examiners may deny, suspend, or revoke the license of a person who has obtained or attempted to obtain a license to practice psychology by fraud or deceit. The person may also be subject to criminal charges for perjury. (AS 11.56.200)**

I certify that the information in this application is true and correct.

**SIGN HERE:**      →      \_\_\_\_\_  
 Applicant's Signature  
 Date: \_\_\_\_\_

SUBSCRIBED AND SWORN TO before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

**NOTARY:**      →      \_\_\_\_\_  
 Notary Public for the State of \_\_\_\_\_  
 My Commission Expires: \_\_\_\_\_

**NOTIFICATION OF PROPOSED REGULATION CHANGES**

If you would like to receive notice of all proposed Board of Psychologist and Psychological Associate Examiners regulation changes, please send a written request adding your name to the Board of Psychologist and Psychological Associate Examiners Interested Parties List to:

**REGULATIONS SPECIALIST**  
 Department of Commerce, Community, and Economic Development  
 Division of Corporations, Business and Professional Licensing  
 P.O. Box 110806, Juneau, Alaska 99811-0806

**BOARD OF PSYCHOLOGIST AND PSYCHOLOGICAL ASSOCIATE EXAMINERS  
CONTINUING EDUCATION DOCUMENTATION**

**This form must accompany your renewal form. If this form is not attached to the renewal form, it will cause a delay in the processing of your license renewal.**

1. **Non-Academic Continuing Education.** Nonacademic continuing education programs must be provided by sponsoring organizations approved by the American Psychological Association or another professional organization representing mental or behavioral health professions.

	Sponsoring Organization	Course Title	Date	Instructor	Location of Course	Hours Claimed
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
Subtotal						

2. **Academic Continuing Education.** One quarter hour academic credit from a college or university constitutes 10 hours of continuing education. One semester hour academic credit from a college or university constitutes 15 hours of continuing education. Auditing one quarter hour of academic credit constitutes eight hours of continuing education. Auditing one semester credit hour of academic credit constitutes 12 hours of continuing education. The academic continuing education hours claimed by an applicant for renewal or reinstatement under this section must be obtained from a graduate level course.

	Sponsoring Organization	Course Title	Date	Instructor	Location of Course	Hours Claimed
1.						
2.						
3.						
4.						
5.						
6.						
Subtotal						

**3. Ethics in Psychology. Training must be received by the licensee and total three hours per two-year licensing period.**

	Sponsoring Organization	Course Title	Date	Instructor	Location of Course	Hours Claimed
1.						
2.						
Subtotal						

**4. Individual Study. Hours awarded to be determined by the board on an individual basis. Credit awarded under this section may not exceed one-half of the total hours required in any licensing renewal period.**

	Type of Individual Study	Title	Offered By/Through	Date	Hours Claimed
1.					
2.					
Subtotal					

**5. Instructor or Discussion Leader. May not exceed one-third of the total hours required during the licensing period.**

	Sponsoring Organization	Course Title	Date	Instructor	Location of Course	Hours Claimed
1.						
2.						
Subtotal						

**6. Publications & Presentations. May not exceed one-half of the total hours required during the license period. Publications and oral presentations accompanied by written papers awarded 20 credits. Unwritten oral presentations awarded hourly credit based upon actual time required to deliver the presentation.**

	Sponsoring Journal/Organization	Title of Paper/Presentation	Date	Author	Location of Presentation	Hours Claimed
1.						
2.						
Subtotal						

**Total hours from all categories: \_\_\_\_\_**

**ARTICLE 6.  
CONTINUING EDUCATION.**

**Section**

- 250. Purpose of continuing education**
- 260. Hours of continuing education required**
- 270. Computation of continuing education hours**
- 280. Computation of academic continuing education hours**
- 290. Accepted subjects**
- 300. Approved nonacademic continuing education programs**
- 310. Individual study**
- 320. Instructor or discussion leader**
- 330. Publications and presentations**
- 340. Reinstatement**
- 350. Report of continuing education**

**12 AAC 60.250. PURPOSE OF CONTINUING EDUCATION.** The purpose of continuing psychology education is to insure that the renewal of licenses is contingent upon proof of continued competency and assure the consumer of an optimum quality of psychological health care by requiring licensed psychologists and psychological associates to pursue education designed to enhance and advance their professional skills and knowledge.

**Authority:** AS 08.86.070(6)

**12 AAC 60.260. HOURS OF CONTINUING EDUCATION REQUIRED.** (a) *Repealed 3/27/98.*

(b) Each psychologist or psychological associate seeking license renewal shall obtain and document an average of 20 credit hours of continuing education for each year during the concluding licensing period. Effective July 1, 1999, at least three of the total credit hours of continuing education required for the concluding licensing period must be in professional ethics.

**Authority:** AS 08.86.070

**12 AAC 60.270. COMPUTATION OF CONTINUING EDUCATION HOURS.** (a) For the purpose of computing continuing education credit, 50 minutes of instruction constitutes one hour.

(b) Credit is given only for full hours of instruction received and not for a fraction of an hour.

(c) Credit is given only for class attendance hours and not for hours devoted to class preparation.

(d) Continuing education credit is given for auditing an academic course.

**Authority:** AS 08.86.070(6)

**12 AAC 60.280. COMPUTATION OF ACADEMIC CONTINUING EDUCATION HOURS.** (a) One quarter hour academic credit from a college or university constitutes 10 hours of continuing education.

(b) One semester hour academic credit from a college or university constitutes 15 hours of continuing education.

(c) Auditing one quarter hour of academic credit constitutes eight hours of continuing education.

(d) Auditing one semester credit hour of academic credit constitutes 12 hours of continuing education.

(e) For a licensing period that begins on or after July 1, 2007, the academic continuing education hours claimed by an applicant for renewal or reinstatement under this section must be obtained from a graduate level course.

**Authority:** AS 08.86.070

**12 AAC 60.290. ACCEPTED SUBJECTS.** To be accepted by the board, the subject of a continuing education program must contribute directly to the professional competency of a person licensed to practice as a psychologist or a psychological associate and must be directly related to the concepts of psychological principles, ethics, or practices as defined in AS 08.86.230(6).

**Authority:** AS 08.86.070(6)

**12 AAC 60.300. APPROVED NONACADEMIC CONTINUING EDUCATION PROGRAMS.** (a) *Repealed 8/20/2004.*

(b) On or after July 1, 2003, nonacademic continuing education programs under this section must be provided by sponsoring organizations approved by the American Psychological Association or another professional organization representing mental or behavioral health professions, including the American Medical Association, American Psychiatric Association, National Association of Social Workers, American Nurses Association, American Association of Marriage and Family Therapists, and National Association of School Psychologists.

**Authority:** AS 08.86.070

**12 AAC 60.310. INDIVIDUAL STUDY.** (a) The number of hours of continuing education credit awarded for completion of a formal correspondence program, videotape program, audio-cassette program, or other individual study program which requires registration and provides evidence of satisfactory completion will be determined by the board on an individual basis.

(b) Credit awarded under this section may not exceed one half of the total hours required in any licensing renewal period.

(c) For a licensing period that begins on or after July 1, 2007, the continuing education hours claimed by an applicant for renewal or reinstatement under this section that are obtained from a college or university must be obtained from a graduate level course.

(d) For a licensing period that begins on or after July 1, 2007, the continuing education hours claimed by an applicant for renewal or reinstatement under this section that are not obtained from a college or university must meet the requirements under 12 AAC 60.300(b).

**Authority:** AS 08.86.070

**12 AAC 60.320. INSTRUCTOR OR DISCUSSION LEADER.** (a) One hour of continuing education credit will be awarded for each hour completed as an instructor or discussion leader of educational programs meeting the requirements of 12 AAC 60.250—12 AAC 60.310. Credit will be awarded only for the initial course of instruction of the subject matter, unless there have been substantially new developments in the subject since the prior presentation.

(b) Credit awarded under this section may not exceed one-third of the total hours required for a license renewal and may not be claimed for the same license renewal in which credit is claimed under 12 AAC 60.330.

**Authority:** AS 08.86.070

**12 AAC 60.330. PUBLICATIONS AND PRESENTATIONS.** (a) Twenty credit hours of continuing education will be awarded for each

(1) authorship of a publication in a professional psychology journal, if the publication relates directly to the concepts of psychological principles, ethics, or practices, and is published or accepted for publication during the two year reporting period immediately preceding the license renewal;

(2) oral or poster presentation of a written paper at a meeting of the American Psychological Association, a technical meeting of a state psychology society, or meeting of a professional psychology-oriented organization, if the presentation relates directly to the concepts of psychological principles, ethics, or practices, and the presentation occurred during the two-year reporting period immediately preceding the license renewal; or

(3) authorship of a professional psychology book or monograph published or accepted for publication during the two year reporting period immediately preceding the license renewal.

(b) Credit awarded under this section may not exceed one-half of the total hours required for a license renewal and may not be claimed for the same license renewal in which credit is claimed under 12 AAC 60.320.

**Authority:** AS 08.86.070

**12 AAC 60.340. REINSTATEMENT.** (a) The license of any licensee which is not renewed by reason of failure to comply with the continuing education requirements of 12 AAC 60.250—12 AAC 60.350, may be reinstated after submission to the board of proof of the completion of all continuing education credit hours required.

(b) A licensee unable to obtain the required continuing education hours for license renewal, due to reasonable cause or excusable neglect, must request exemption status in writing to the board with a statement explaining the reasonable cause or excusable neglect. The board will, in its discretion, prescribe an alternative method of compliance with the continuing education requirements as the board considers appropriate to the individual situation.

**Authority:** AS 08.86.070(6)

**12 AAC 60.350. REPORT OF CONTINUING EDUCATION.** (a) An applicant for renewal of a license to practice psychology shall submit, on a form provided by the department, a sworn statement of the continuing education in which the applicant participated. At a minimum the statement must indicate the following, as applicable:

(1) the sponsoring organization;

(2) the location of the course or correspondent;

(3) the title or description of course or both;

(4) the principal instructor;

(5) the dates of attendance or period of correspondence;

(6) the titles, issues, and dates of publications or presentations; and

(7) the number of continuing education hours claimed.

(b) Falsification of any written evidence submitted to the board under this section is unprofessional conduct and constitutes grounds for censure, reprimand, or license revocation or suspension.

(c) If an applicant does not submit, on or before the renewal date, the information required in (a) of this section, the applicant's license to practice psychology lapses.

**Authority:** AS 08.86.070  
08-4238b (Rev. 06/02/09)



State of Alaska  
 Department of Commerce, Community, and Economic Development  
 Division of Corporations, Business and Professional Licensing  
 PO Box 110806, Juneau, Alaska 99811-0806  
 Phone: (907) 465-2550  
 Fax: (907) 465-2974

OFFICE USE ONLY

**CREDIT CARD PAYMENT**

For security purposes, please **do not email** credit card information. Fax or mail this form to the Division. Completion of this form is not proof of payment until the division processes the information contained herein. If any information on this form is illegible, the form will be rejected. Please print.

Name of Applicant or Licensee: \_\_\_\_\_  
*Corporate or Individual (first, middle, last)*

License Number (if applicable): \_\_\_\_\_

Type of License: \_\_\_\_\_

I wish to make payment by credit card for the following:  
*(check all that apply)*

- |   | Amount |
|---|--------|
| <input type="checkbox"/> Application fee          | _____  |
| <input type="checkbox"/> License (or renewal) fee | _____  |
| <input type="checkbox"/> Fine                     | _____  |
| <input type="checkbox"/> Other (specify): _____   | _____  |

**Total:** \_\_\_\_\_

Print Name on Credit Card: \_\_\_\_\_

Complete Mailing Address: \_\_\_\_\_  
 \_\_\_\_\_

Telephone Number: \_\_\_\_\_

**Signature of Credit Card Holder:** \_\_\_\_\_

Credit Card Type (check one):       VISA                       MASTERCARD

**Card Number:** \_\_\_\_\_

**Please provide the 3-digit security code number from the back of the card:** \_\_\_\_\_

**Expiration Date:** \_\_\_\_\_