

**ARTICLE 66-03
CONTINUING EDUCATION**

Chapter
66-03-01 Continuing Education

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66-03-01-01. Continuing education.

Every psychologist, industrial-organizational psychologist, applied behavior analyst, and registered applied behavior analyst shall complete continuing education credits relevant to the practice of psychology, industrial-organizational psychology, or applied behavior analysis. Reporting cycles are two years, commencing with November first of the year in which the licensee or registrant obtained a North Dakota license or registration, except that individuals licensed prior to January 1, 1992, have reporting cycles that began on November 1, 1992.

History: Effective February 1, 1995; amended effective April 1, 2007; July 1, 2012; April 1, 2016.

General Authority: NDCC 43-32-08

Law Implemented: NDCC 43-32-08.1, 43-32-08.2

66-03-01-02. Continuing education reports.

Application for continuing education credits must be made on the form provided by the board and must include evidence of completion of at least forty credits of continuing education completed over the two-year period. The application must be submitted to the board no later than November fifteenth following the completion of the two-year reporting cycle.

History: Effective February 1, 1995; amended effective April 1, 2007.

General Authority: NDCC 43-32-08

Law Implemented: NDCC 43-32-08.1, 43-32-08.2

66-03-01-03. Board approval.

Any continuing education credits completed for renewal of licensure must be approved by the board. An approved program of continuing education means an educational or competence training program offered by an approved provider of continuing education. An approved provider of continuing education means any professional association or society, university, college, corporation, or other entity that has been approved by the board to provide educational programs that are designed to assure continued competence in professional practice. The following providers have been recognized as approved by the board and do not require pre-approval prior to reporting deadlines:

1. The American psychological association;
2. The Canadian psychological association;

3. The North Dakota or any other state or provincial psychological or behavior analytical association or regulatory body;
4. The association on behavior analysis international;
5. The behavior analyst certification board;
6. The American association of intellectual and developmental disabilities;
7. The northland association for behavior analysis;
8. The American medical association for content related to practice authorized in North Dakota century code chapter 43-32; and
9. The association of social work boards approved continuing education program for content related to practice authorized in North Dakota century code 43-32.

Continuing education programs may be approved at any time by the board by submission of a continuing education program approval application form by the sponsoring provider organization and payment of a twenty-five dollar fee. A licensee planning to attend a program that has not been pre-approved may submit an approval application form without a fee.

History: Effective February 1, 1995; amended effective September 1, 2000; April 1, 2007; July 1, 2012; April 1, 2016; July 1, 2018.

General Authority: NDCC 43-32-08

Law Implemented: NDCC 43-32-08.1

66-03-01-04. Categories of continuing education programs and credits.

A minimum of three continuing education credits per reporting cycle must be in the area of professional ethics, law, or jurisprudence. A minimum of three continuing education credits per reporting cycle must be in the area of supervision for licensees supervising psychology residents or registered applied behavior analysts. The board recognizes the following categories of continuing education programs or activities and established credit hours:

1. Formal continuing education programs that may consist of courses, workshops, professional psychology conventions or conferences, or institutes. Such programs must include both instructor and attendee real-time interaction on a verbal level whether in person or through interactive video technologies. The number of continuing education credits assigned by an association recognized by the board will be accepted. Otherwise the credits will be one credit per clock-hour.
2. Regularly scheduled postgraduate courses offered by an accredited college or university that are relevant to the practice of psychology, industrial-organizational psychology, or applied behavior analysis. One quarter hour of academic credit constitutes ten continuing education credits. One semester hour of academic credit constitutes fifteen continuing education credits. Documentation by transcript is required.
3. Writing or speaking, including a paper or other presentation at a formal professional meeting, a paper published in a professional journal, or a book or an original chapter in an edited book in the area of psychology or a related field. Credit will be granted for the year of publication or presentation in the case of a paper. Graduate course teachings within a higher education setting will be granted at twenty continuing education credits for the initial year of offering. Continuing education credits will be granted at the rate of five for each paper or presentation, fifteen for each chapter in a book, fifteen for editing a book, and twenty for the publication of a book. Continuing education credits will be granted only once for any given paper or

presentation. A maximum of twenty continuing education credits per reporting cycle will be granted for continuing education programs in this category.

4. Correspondence or online courses, recordings, or independent readings approved by the board or by one of the associations recognized by the board which include an examination component successfully completed by the licensee or registrant. A maximum of twenty continuing education credits per reporting cycle will be granted for continuing education programs in this category.

History: Effective February 1, 1995; amended effective September 1, 2000; April 1, 2007; July 1, 2012; April 1, 2016.

General Authority: NDCC 43-32-08

Law Implemented: NDCC 43-32-08.1

66-03-01-05. Verification of continuing education credits and programs.

1. At the end of the two-year reporting cycle, each licensee or registrant must submit a completed and signed statement on a form provided by the board attesting to satisfaction of the continuing education requirement. The licensee or registrant shall list the activities submitted for continuing education credit and the amount of credit claimed for each.
2. The licensee or registrant may not submit the specific verification of each continuing education experience claimed, but must maintain a file of such verification documentation for two years following the submission of the reporting form.
3. At each reporting period, the board will select a random sampling of approximately ten percent of the licensees and registrants and require them to provide verification of the continuing education experiences claimed on the reporting form.

History: Effective February 1, 1995; amended effective April 1, 2007; July 1, 2012; April 1, 2016.

General Authority: NDCC 43-32-08

Law Implemented: NDCC 43-32-08.1, 43-32-08.2

66-03-01-06. Failure to comply with the continuing education requirement.

If a licensee or registrant does not satisfy the number of credits required for a two-year cycle, the board may exercise the following options:

1. Extension of time to complete the requirement may be granted if sufficient evidence of illness or serious extenuating circumstances amounting to good cause is presented in writing to the board. Requests for extension are due by November fifteenth of the reporting year. If the extension request is received after November fifteenth of the reporting year, the applicant shall submit the fee for a late request of an extension of time to submit continuing education documentation along with the request for an extension. The approval of an extension and the amount of time granted to complete the requirements are at the sole discretion of the board. If a request for an extension is granted the licensee will be required to continue to fulfill the continuing education requirement for the next two-year cycle, in addition to any continuing education requirements that may apply to the extension period. A licensee who receives an extension shall undergo a mandatory audit of continued education documentation for the two reporting cycles following the conclusion of the extension period.
2. Expired license or registration. A license or registration that is expired because of failure to meet the continuing education requirements will be renewed if, within one year from the date of nonrenewal, the licensee or registrant reapplies for renewal, documents the completion of the previous reporting period continuing education requirements, pays the renewal fee, and pays the late fee established by the board in the fee section above.

History: Effective February 1, 1995; amended effective September 1, 2000; April 1, 2007; July 1, 2012; April 1, 2016; July 1, 2018.

General Authority: NDCC 43-32-08

Law Implemented: NDCC 43-32-08.1, 43-32-08.2

66-03-01-07. Agencies and individual licensure exemptions.

Repealed effective September 1, 2000.