

858-010-0041 License Renewals

- (1) Before the Board will issue a license or approve a request for inactive status, licensee must submit:
 - (a) A signed renewal application that includes licensee's current mailing address, phone number, and the license number issued by the Board of Psychologist Examiners;
 - (b) A request for approval of a change in license status, if requested;
 - (c) A satisfactory continuing education report, if it is the licensee's reporting year; and
 - (d) Payment of the correct fee amount and any delinquent renewal fees.
- (2) A renewal request and fee must be postmarked by December 31 of the year in which the licensure period ends. Burden of proof of mailing is on the licensee.
- 3) A delinquent license renewal fee must be paid for licenses renewed after January 1 but before February 1 immediately following the due date defined in section (2). The Board shall have discretion to waive this fee for licensees on inactive status, or licensees with documented hardship cases.
- 4) If license renewal fees are not paid within the time prescribed in this rule, the license shall lapse.
- (5) To renew a license that has lapsed for nonpayment of the renewal fee, an individual must:
 - (a) Submit a completed application for reinstatement and pay the reinstatement fee, to be postmarked by the last day in the month of February immediately following the due date defined in section (2); and
 - (b) Attest that the individual has not engaged in the unlicensed practice of psychology.
 - (c) The Board shall have authority, at its discretion, to waive in whole or part the requirements of Section 5 in documented hardship cases.
- (6) Failure to receive a courtesy license renewal reminder from the Board shall not relieve a licensee of renewal requirements and consequences.