

**9-1-2016 to 8-31-2018**  
**PSYCHOLOGIST QUICK REVIEW**  
**INSTRUCTIONS FOR SUBMITTING CE TO OPA-MCE**

- Ψ **Register with MCE / Check Your Transcript / Get Receipts Online:** If you register a four-digit PIN number with the OPA-MCE office, you will be able to check your hours or print out your transcript or receipts at any time through the OPA-MCE website ([www.ohpsych.org](http://www.ohpsych.org)). To do everything MCE related, click on the OPA-MCE Login in the green bar at the top of the page. Enter your license and pin and log in. There are several buttons on the left including Receipts, Transcripts, Registration. Click on the one you want. If you are registering, please be patient, as it may take a few days to appear on your record.
- Ψ **APA Approved Courses:** APA Approved Providers **NEVER** send course and attendance information to the OPA-MCE Office for recording. **YOU NEED TO REPORT ALL APA APPROVED COURSES TO THE OPA-MCE OFFICE.** To report these courses, email, mail or fax a copy of the certificate stating that the course is APA approved. The certificate must contain your name, license number (you can write it on) and the number of CE earned (face-to-face hours) along with an exact date of attendance. No forms need to accompany these certificates – just fax or email the certificates as soon as you earn them.
- Ψ **Submit courses to OPA-MCE as soon as you receive the certificate of attendance.** Courses taken in August, 2018 must be submitted before September 15, 2018. ***Do not hold certificates until the end of the biennium – email, fax or mail them in as soon as you earn them.***
- Ψ **OPA-MCE Approved Provider Courses:** Be sure to sign the attendance sheet along with your license number at each course taken. All OPA-MCE Approved Providers send course attendance records directly to the OPA-MCE Office. OPA-MCE must record your CE credits from the attendance sheet. Therefore, if you attended a course presented by an OPA-MCE Approved Provider, you do not need to send your paperwork to the OPA-MCE office. Our contracts with providers require that they report within 45 days of the course. Transcripts are updated when the Approved Provider submits their attendance report. This timeline for reporting explains why transcripts may not include all courses you have completed. Presenters who want CE should also sign the attendance sheet. Go to the MCE Calendar at [www.ohpsych.org/mce](http://www.ohpsych.org/mce) to find OPA-MCE approved courses being given around the state.
- Ψ **All Other (Non-Approved) Courses or Activities:** All other submissions must be accompanied by the ***Psychologist's Request For Single Course Review*** form. The certificate of attendance **AND** course objectives/syllabus **AND** presenter information **MUST ALL** be attached to the form for review by psychologists who are members of the OPA-MCE Review Committee. Enter the EXACT date, CE earned and city on the Single Course Review form. To avoid delays in getting your transcripts up to date be certain to fully complete the forms and attach all necessary documentation. Allow a minimum of four weeks for review of these courses. The OPA-MCE registration fee for the biennium is \$125.00 for Ohio Psychological Association Members and \$165.00 for non-OPA Members. Current OPA members pay no course review fees while non-OPA members pay \$50.00 per course to have volunteer OPA members of the OPA-MCE Review Committee review courses taken from non-approved providers, graduate courses taught or taken, books, chapters and articles written.
- Ψ Credit will be given for activities such as taking a graduate course (face-to-face hours = CE earned), teaching a graduate course (face-to-face hours = CE earned), writing a published article/chapter (up to 7 hours) or a book (up to 20 hours). *Credit is only given once for teaching a course or conducting a workshop.* Writings must be published, or accepted for publication, in the biennium. Documentation of the activity must be included with the Single Course Review Form. For books, articles and chapters use the date of publishing or accepted for publishing and include the book, article or chapter. If you want the book back, include a self-addressed, stamped envelope. When sending in a graduate course taught, include the syllabus and a letter from your Department stating that you taught the course between two specific dates and for how many total hours. This number equals the number of CE earned.

All courses must be completed between 9-1-2016 and 8-31-2018. Hours do not carry over to the next biennium. **Fax certificates of attendance to 614-224-6702 or email to [mce@ohpsych.org](mailto:mce@ohpsych.org) or mail to 395 East Broad Street #310, Columbus, OH 43215.**

- Ψ Courses taken in one biennium DO NOT carry over into another biennium.
- Ψ Discard all past OPA-MCE forms. Information submitted on forms from a biennium other than the 2016-2018 biennium will not be accepted.
- Ψ **Standards of Continuing Education Credits:** The OPA-MCE Review Committee reviews continuing education credits based on the following criteria: (1) The *Psychologist's Request for Single Course Review* form is completed accurately and includes all required documentation of attendance including the Certificate of Completion and promotional materials. (2) **The activity is graduate level, clearly relevant to the practice of psychology as well as the science of psychology as demonstrated by additional materials accompanying the form.** Decisions of reviewers may be appealed by resubmitting the form with additional documentation that makes the case for approval of the course.
- Ψ **Distance learning courses** may be used to satisfy all 23 hours of continuing education required in Ohio. Beginning this biennium 9-1-2016 to 8-31-2018, OPA-MCE will be reviewing NON-approved distance learning via the Single Course Review form. APA or OPA-MCE approved distance learning will be approved as before.
- Ψ A list of Providers approved by the OPA-MCE Office to offer continuing education for psychologists in Ohio is available on the OPA-MCE website at [www.ohpsych.org](http://www.ohpsych.org). The OPA-MCE Office updates this site with new OPA-MCE Approved Providers on an ongoing basis. Direct links to provider websites and/or courses are also available here.
- Ψ Once you have earned the required number of 23 CE hours including at least 4 in ethics/cultural competency/professional conduct, you will receive a letter, transcript and certificate confirming your completion. Your records will be forwarded by OPA-MCE to the State Board of Psychology-Ohio once you have earned your required hours. In July of the even-numbered year, you will receive notice from the State Board to renew your license AND register with OPA-MCE for the upcoming biennium.
- Ψ If you require a waiver from CE, call the State Board of Psychology at 614-466-8808.

## **CE Requirements for all psychologists for the 2016-2018 biennium (9-1-2016 to 8-31-2018):**

**If you were licensed BEFORE 10-1-2016, you must earn 23 CE including 4 in ethics/cultural competence/professional conduct.**

**If you were licensed BETWEEN 10-1-2016 and 9-30-2017, you must earn 13 CE including 4 in ethics/professional conduct/cultural competence.**

**If you were licensed on 10-1-2017 OR AFTER, you are exempt from earning hours in this biennium and do not need to register with OPA-MCE for 2016-2018.**

**23 Continuing Education (CE) Hours are required to renew most Ohio licenses; at least four (4) of these hours must be in ethics/cultural competency/professional conduct.**