

MCEP ACCREDITING AGENCY

1231 I Street, Suite 204 • Sacramento, CA 95814-2933
(916) 286-7980 • Fax (916) 286-7985 • www.MCEPAA.org



MCEP PROGRAM CHANGE

Next year (2013) the MCEP Accrediting Agency will cease operations. One of the most immediate repercussions for you will be the Board of Psychology's (BOP) audit program and how you personally manage your record keeping.

Currently, the BOP audits for compliance through the Accrediting Agency. As of January, 2013, licensees will be randomly audited **directly by the BOP**. This means that all individual psychologists will be responsible for proving compliance and providing all CE documents to the BOP upon request.

Your CE records need to be kept for a minimum of two to three renewal cycles; so about five to six years.

Many psychologists have asked for continued access to the security of having off-site CE record storage and the convenience of having knowledgeable staff to track, evaluate and monitor compliance as well as a readily available human resource if an audit request is received.

Therefore CPA has created a CE Banking Service that contains two levels of service: a basic service for those really just looking for a secure place to store and quickly retrieve CE documents and a premier service that will be more proactive and interactive to keep you up-to-date on any changes in the MCE requirement and personally assist you in the event you are selected for an audit in addition to all of the basic services

The **Basic Plan** would:

1. Track, record, and electronically store your CE documents.
2. Review documents and assess for compliance with MCE renewal requirements.
3. Provide you with unlimited copies of your documents upon demand.

The **Premier Service Plan** would, in addition to the Basic Plan:

1. Monitor your records and proactively work with you to establish compliance in advance of your license renewal date.
2. Notify you of any changes in the MCE requirements.
3. Supply CE documents to the BOP and act as an advocate during a MCE audit.
4. Supply documents to meet a credentialing requirement from a hospital or insurance panel upon request.
5. Provide unlimited consultation if there are CE compliance issues

To learn more about or subscribe to CPA's CE Banking Service, go to www.cpaopd.org

FAQ: 2013 Mandatory Continuing Education for Psychology (MCEP) Regulation Change and You

Q: When does the change take place?

A: January 1, 2013. If your license renewal is due in 2012, you will continue to report your CE credits to the MCEP Accrediting Agency as you have done for the past 15 years. If your license renewal is due any time in 2013 you will be responsible for keeping your own CE certificates and you will be asked to **self certify** that you have met your CE requirement on the license renewal form. Self certification means you are asserting, under penalty of perjury, that you have met the minimum requirement for continuing education during the two-year period of licensure.

Q: What actually changes in 2013?

A: The Board of Psychology will implement a random audit process to verify compliance with the MCE requirement. This means that you will no longer be required to send your certificates to the MCEP Accrediting Agency. It also means that you are responsible for keeping these records in case you are selected for an audit. CPA approved CE sponsor courses can also be used (as well as APA and ACCME/CME) to accrue hours. The BOP will no longer waive the CE requirement for out-of-state licensees.

Q: Does this mean that I no longer have to earn CE credits each licensing period?

A: No. There is **no change** to the 36 hour MCE requirement for license renewal.

Q: Do I send my CE certificates directly to the Board of Psychology or send them in with my license renewal form and payment?

A: Neither. Do not include any CE certificates with your renewal form or send them to the Board of Psychology until or unless you are selected to be audited. At the time of an audit, the Board will send you all the instructions to comply with their request.

Q: What should I do with my CE records?

A: It is important to keep your CE records in a safe place so you can produce them when requested to do so. CPA is offering a new CE Banking Service that will verify, track and safely store your CE records in addition to having them readily available. For more information, see www.cpaopd.org

Q: How long do I need to keep them?

A: CE records should be kept for a minimum of two to three renewal cycles (5-6 years.) If you practice in an area where a complaint could be filed at an even later date (e.g., child custody evaluators) we recommend that you keep records for a longer period of time.

Q: Where do I go for further information or updates?

A: There is more information available on the Board of Psychology's website (www.psychboard.ca.gov), the MCEP website (www.mcepaa.org) and the California Psychological Association's website (www.cpapsych.org).

Q: What happens if I reported some of my hours to MCEP and don't have copies of the CE Certificates.

A. The BOP will be provided with an MCEP Educational Record documenting that those hours were reported and accepted by the MCEP Accrediting Agency. If you do not have a copy of your educational record, request one from the MCEP Accrediting Agency before they close on Dec 31, 2012.

*For more information, go to the **Office of Professional Development** at www.cpaopd.org
or email pvanwoerkom@cpapsych.org*