

RENEWAL APPLICATION

License No

Check For New Address.
Indicate any changes below.

Name _____

Address _____

City _____ State _____ Zip Code _____

Country _____

Your Montana Psychologist license will expire on December 31.

TO RENEW YOUR LICENSE ONLINE GO TO: <https://ebiz.mt.gov/pol> (Online transactions must be completed no later than 11:59 PM, MST on December 31. Failure to complete the transaction by 11:59 PM, will result in the addition of a late fee.) Alternatively, in order to renew your psychologist license by mail:

- 1) Complete the renewal application.
- 2) Complete the continuing education attest statement below AND answer the disciplinary question.
- 3) Submit a check or money order for \$450.00 made payable to the Board of Psychologists. Do not send cash. Canadian and foreign residents pay in U.S. funds only.
- 4) Renewals with a U.S. Postal Service postmark after December 31 will be assessed a penalty fee by state law of \$450.00, for a total amount of \$900.00. NO EXCEPTIONS!
- 5) Sign the renewal application.
- 6) Return the renewal application and fee to the Board office postmarked by December 31. Incomplete renewal applications will not be processed, will be returned, and may be subject to a penalty fee if not received in the board office completed and postmarked by December 31.

HAVE ANY LEGAL OR DISCIPLINARY ACTIONS BEEN INSTITUTED AGAINST YOU OR ANY OF YOUR PROFESSIONAL LICENSES SINCE EITHER YOUR INITIAL LICENSURE IN MONTANA OR SINCE YOU RENEWED YOUR LICENSE, WHICHEVER OCCURRED LATEST?

Yes If so, please attach copies of the document that initiated each action and all final orders. Mont. Code Ann. Sec 37-1-105 requires that you report this information. Failure to accurately furnish the information is grounds for denial or revocation of your license.

No

If your license number ends in an even number (i.e., 52, 102, 324, etc.), you are required to complete 40 hours of continuing education (CE) taken within the 24 months prior to December 31 of each even-numbered year (i.e., 2010, 2012, 2014, etc), in order to meet the CE requirement and renew your license. Licensees with even-numbered license numbers, renewing in odd- numbered years, will not be included in the CE audit.

If your license number ends in an odd number (i.e., 61, 103, 275, etc.), you are required to complete 40 hours of continuing education (CE) taken within the 24 months prior to December 31 of each odd-numbered year (i.e., 2011, 2013, 2015, etc.), in order to meet the CE requirement and renew your license. Licensees with odd-numbered license numbers, renewing in even- numbered years, will not be included in the CE audit.

Psychologists renewing their license for the FIRST time who have held the license for less than one year will be exempt from the CE requirement. Licensees licensed less than two full calendar years on their FIRST CE reporting date shall complete 20 hours of continuing education in order to meet the CE requirement and renew the license.

Please refer to the Board rules regarding further CE information and requirements pursuant to ARM 24.189.2101 and 24.189.2104. The Board will conduct a random audit of licensees following the renewal cycle to ensure compliance pursuant to ARM 24.189.2107. If you are among those selected, you will be notified to submit documentation that you have completed the requirement.

CONTINUING EDUCATION AFFIRMATION STATEMENT: I understand I have a recurring duty to comply with continuing education, certification, or other requirements established by ARM 24.189.2107 and that I may be audited for compliance with these requirements. If I am found to be out of compliance with these requirements, I understand my license may be subject to disciplinary action or administratively suspended until I meet the requirements of the law or rules stated above.

I hereby declare under penalty of perjury the information included in my renewal to be true and complete to the best of my knowledge.

Your signature: _____

Date: _____