

7200.3830 ELIGIBLE CONTINUING EDUCATION ACTIVITIES.

Subpart 1. **Continuing education activities eligible for approval.** The activities in items A to G are eligible for approval, provided they meet the definition and purpose of continuing education in parts 7200.0110, subpart 6, and 7200.3810.

A. Developing and teaching an academic course in psychology in an institution accredited by a regional accrediting association. Continuing education hours may be earned only for the first time the licensee teaches the course. One academic credit equals ten continuing education hours. Acceptable documentation is verification from the degree program director or the equivalent at the institution that the licensee taught the course for the first time and the number of academic credits assigned by the institution.

B. Attending presentations based on scientific, practice, or professional standards foundations. Attendance may include participation by means of audio or audio-visual electronic communication. Acceptable documentation of completion is a certificate of attendance. For activities that do not provide a certificate of attendance, acceptable documentation of completion is a registration receipt with a printed program or brochure.

C. Completing home study and computer-based courses offered by a vendor. Acceptable documentation of completion includes verification by the vendor that the licensee has passed all post-tests, or a completion certificate issued by the vendor. Hours of credit listed by the vendor shall be used in determining the hours to be credited by the board.

D. Completing satisfactorily a graduate level course in psychology offered by an institution accredited by a regional accrediting association. Acceptable documentation is an academic transcript showing graduate credits earned. One academic credit equals 20 continuing education hours. Audited courses earn ten continuing education hours per academic credit.

E. Developing and presenting a presentation based on scientific, practice, or professional standards foundations. Acceptable documentation of completion is a printed program agenda, or copies of the presentation materials or slides. One presentation hour equals three continuing education hours for each hour of presentation. Continuing education hours may be earned only for the licensee's first presentation of the content.

F. Developing taped or computerized materials based on scientific, practice, or professional standards foundations. Acceptable documentation of completion is a copy of the materials. Three continuing education hours may be claimed for each hour of published running time.

G. Authoring, editing, or reviewing a psychological publication. Continuing education hours may be earned only in the year of publication or first distribution.

Acceptable documentation includes a publication cover sheet, masthead, table of contents, or marketing materials. The maximum hours earned are as follows:

(1) author of a professional or scientific book equals 40 hours, and acceptable documentation is a copy of the title page and other pages that document the date of publication;

(2) author of a professional or scientific book chapter or peer-reviewed journal article, equals 20 hours, and acceptable documentation is the table of contents showing the title and author and other pages that document the date of publication;

(3) author of a professional or scientific article in an edited newsletter of a professional association equals five hours, and acceptable documentation is a copy of the article and the publication cover sheet;

(4) editor of a professional or scientific book or peer-reviewed journal equals 30 hours, and acceptable documentation is a copy of the title page and any pages that document the date of publication;

(5) editor-in-chief of a professional or scientific journal equals 40 hours, and acceptable documentation is a copy of the journal masthead and pages that document the dates that the licensee is the editor-in-chief;

(6) journal article review, three hours per manuscript, and for this activity only, continuing education hours may be earned in the year the review is received by the editor, and acceptable documentation is a letter from the editor verifying the review has been provided; and

(7) author of a test based on scientific foundations equals 30 hours, and acceptable documentation is a copy of the test and the test manual.

Subp. 2. Request for board approval.

A. A sponsor or licensee may request board approval for activities in subpart 1. The sponsor or licensee shall be notified within 45 days after receipt of a request whether the activity has been approved or denied. The board may approve all, a portion, or none of the submitted activity according to this part. The request shall be in writing, and in the case of a sponsor application for approval, it shall be accompanied by the applicable fee. Sponsor and licensee requests shall include the following:

- (1) the name and address of the sponsor;
- (2) the names, academic degrees, and credentials of the presenters, if appropriate;
- (3) the title of the activity and an outline of topics covered;

- activities;
- (4) an agenda that specifies the timetable of instruction and other didactic activities;
 - (5) the location and dates of the activity;
 - (6) a statement of the educational objectives and targeted participants;
 - (7) the mechanism for monitoring and clarifying attendance;
 - (8) upon request, an explanation of how the activity contributes to the development or maintenance of the licensee's competence; and
 - (9) upon request, documentation of the scientific, practice, or professional standards foundation for the topics covered.

B. When an activity is approved, the sponsor shall include the board's approval log number on the activity's brochure and certificate of attendance. The sponsor's brochures advertising approved activities shall include the information required under item A, subitems (1) to (7).

Materials advertising approved activities may include the statement: "THIS PROGRAM HAS BEEN APPROVED BY THE MINNESOTA BOARD OF PSYCHOLOGY FOR (NUMBER) CONTINUING EDUCATION HOURS." Materials advertising activities that have not been approved may not include such a statement or otherwise imply board approval.

Subp. 3. [Repealed, 37 SR 1085]

Subp. 4. [Repealed, 37 SR 1085]

Subp. 5. [Repealed, 37 SR 1085]

Subp. 6. [Repealed, 37 SR 1085]

Statutory Authority: *MS s 148.905; 148.911; 148.98*

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