



STATE OF OKLAHOMA

Board of Examiners of Psychologists

421 NW 13th Street, Suite 180

Oklahoma City, OK 73103

(405) 522-1333

www.psychology.ok.gov

2023 LICENSE RENEWAL

(OAC, Title 59 §1368, 1368.1)

Please read important information below regarding the license renewal system

Please follow STEPS 1-6 to complete your License Renewal online.

For Newly Licensed Licensees ONLY:

If you have not already registered as a New User, you will need to enter your email address then follow the steps provided to create a username and password.

Oklahoma Board of Examiners of Psychologists

Home Contact Us Psychologist Search Board of Examiners for Psychologists State of Oklahoma Website

Psychologist Licensure Application/Renewal System

Welcome! The Oklahoma State Board of Examiners of Psychologists is pleased to offer the following online services:

- Update contact information
- Enter Continuing Professional Education
- Pay annual renewal fee
- Renew your license
- Place your license on inactive status
- Print/download license card
- Print/download payment receipt

Registered User:

Username:

Password:

[Login](#) [Login Help](#)

New User?

Enter Email Address below to Register:

[Register](#)

NEWLY LICENSED LICENSEES:
Enter in an email address to register

For All Other Licensees:

Log in with your previously created Username and Password. If you have forgotten your credentials, click on the 'Login Help' link to reset your information. If you still experience issues, please contact the Helpdesk at 405/521.2444

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New User?

Enter Email Address below to Register:

[Register](#)

All other licensees: Login Here

Click 'Login Help' if you have forgotten your login information

STEPS TO RENEW YOUR LICENSE:

- Step 1 - Click on the "Complete Renewal" button
- Step 2 - CONTACT INFORMATION:

Update or make changes to your Contact Information.

The Board uses email as a way of communicating information and reminders to all licensees. *Please keep your email address updated.*

Please note: all practice addresses will be made available to the public when a user searches for a psychologist via the board website. Home addresses are not publicized.

- **Step 3 - CONTINUING PROFESSIONAL EDUCATION:**

Continuing Professional Education (CPE) must be submitted online by December 31.

* The CPE calendar year is January 1 - December 31.

* Continuing Professional Education hours attained in a calendar year in excess of the annual requirement of twenty (20) hours, including three (3) ethics, may be carried forward for credit in the succeeding year for up to twelve (12) hours of credit.

CPE NOTES:

* **When a new course is entered**, the hours are automatically applied to the current renewal year (2023 Renewal year).

* **To carry forward hours**, you must select the checkbox by the Course Title that you would like to carry forward and click on "move to next year". Hours moved to next year will be available for your next renewal and will be displayed under "2024 Renewal Year"

* **To split course hours between years**, you will enter the course twice, divide the hours accordingly, and select one entry to "move to next year."

* **No changes** - you will not be able to add, edit, or delete CPE hours once your license renewal has been submitted.

* **The deadline** to submit CPE online is December 31.

*****ETHIC HOURS MUST BE LISTED UNDER THE ETHICS PORTION OF YOUR CPE PAGE - NOT UNDER REGULAR HOURS. THE SYSTEM WILL THROW AN ERROR MESSAGE ETHIC HOURS ARE ENTERED INCORRECTLY.*****

Compassionate Exemption of CPE: under the extraordinary circumstances of incapacitation or serious illness, a psychologist may petition the Board for partial or complete relief of the CPE requirement. Please refer to 575:10-1-8(l) for more information.

575:10-1-8(i) Individual Psychologists are to keep verification of all continuing professional education credits claimed for a period of two years.

- **Step 4 - WORKFORCE AND ATTESTATION QUESTIONS:**

Make sure and complete both the Workforce and Attestation Questions:

Once you have completed this section, click SAVE & CONTINUE to proceed to the PAYMENT screen.

Psychologist License Application/Renewal System

The screenshot displays the 'Psychologist License Application/Renewal System' interface. At the top, there is a header with the following information: 'NAME HERE', 'License Number', 'Expiration Date 12/31/2016', and 'Status Active'. Below this is a progress bar with four steps: 'Contact Info', 'Continuing Education', 'Workforce/Attestation', and 'Confirmation'. The 'Workforce/Attestation' step is currently active and highlighted in blue. Below the progress bar, there are two dropdown menus: 'Workforce Questions' and 'Attestation Questions'. Below these dropdowns is a 'Save & Continue' button. At the bottom left, there is a 'Return to Main Menu' button.

- **Step 5 – RENEWAL FEE (PAYMENT SCREEN):**

There are two options to pay your \$300 annual renewal fee:

- 1) Pay online, *with an online fee, no later than 12/31*
or
- 2) Mail a check or money order. Mail-in payments must be post marked no later than December 31. *If you select this method of payment, you can print your 'invoice' under the Receipt/Invoice portion from your home screen.*

NOTE:

- * The Board office can NOT accept credit card payments over the phone.
- * A late fee will be assessed for online payments submitted after December 31, and mail in payments postmarked after December 31.

IMPORTANT NOTICE:

****If the following error message is received: "Attestation is Required," you must check the box as shown below in order to proceed with your payment method.**

* indicates required field

* Please select one of the options below:

- I am paying my renewal fee of \$300.00.
- I wish to place my license on inactive status. I am paying the one-time fee of \$25.00.

* I understand that Oklahoma law requires me to receive **twenty (20) hours** of Continuing Professional Education (CPE) credit each year which must include **three (3) Ethics hours**. These hours must be approved by the Oklahoma Board of Examiners of Psychologists. I am aware that it is my responsibility to maintain a file for 2 years that will verify my compliance with Continuing Professional Education (CPE) rules in the event the Oklahoma Board of Examiners of Psychologists chooses to audit my CPE credits.

Online Payments

You will be directed to the payment system to complete this process. You will be charged an online processing fee. After your payment is confirmed, you will be redirected back to this Web site.

Mail in Payments

Your license renewal status will be set to pending. It will remain pending until your payment arrives and the system is updated by an administrator. If you have sent in a payment and your status has not been updated within 72 hours, please contact the board directly.

Mail Payments to:

Board of Examiners of Psychologists
421 NW 13th Street
Suite 180
Oklahoma City, OK 73103

Local: (405) 522-1333

Mail In Payment

Pay Online

Cancel

- **Step 6 – DOWNLOAD OR PRINT YOUR RENEWAL CARD:**
 - * **UPON SUCCESSFUL RENEWAL OF YOUR LICENSE:**
 - **2023 License Renewal Card** - available for download anytime
 - **RECEIPT or INVOICE** - available in the "Receipt/Invoice" module on your home page.

Invalid License:

If all license renewal requirements are not met as of December 31, 2022, your license will be invalid for the practice of psychology as of January 1, 2023.

Additionally, a Board Complaint will be filed if the Board determines that you are practicing without a valid license.

Oklahoma Health Professional Program:

If you or someone you know is suffering from chemical dependency, there is a solution.

For more information regarding Oklahoma Health Professional Program, please visit the [OHPP Website](#)

Inactive Status:

If you wish to place your license on Inactive Status, please submit a written request to the Board office accompanied by a **one-time fee** of \$25.00. (Check or Money Order)

Oklahoma Tax Compliance:

Please be advised, pursuant to 68 O.S. Title 238.1, Oklahoma State Law requires that any state license or certificate holder must be in compliance with the state income tax laws to retain their licenses or certificates

If you have questions regarding your renewal, please contact Stacie Rasmussen at: Stacie.L.Rasmussen@psychology.ok.gov

IMPORTANT DATES:

- 12/26 & 12/27 (Monday - Tuesday) - Board Office is **closed** for Christmas
- 12/31 – RENEWAL Steps DUE
- 01/01 - Late fees are applied for payments and CPE submitted after December 31
- 01/01 – You are INVALID if you have not completed the renewal steps!
- 01/02 - (Monday) - Board office is **closed** for New Year's Holiday

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