



Ohio Administrative Code

Rule 4732-2-02 Procedures for recording, filing, and reporting continuing education.

Effective: December 11, 2025

(A) Each biennium, the board shall approve in writing the procedures utilized by the "Ohio Psychological Association" and "Ohio School Psychologists Association," to maintain records of CE hours for license holders.

(1) Recording and filing procedures used by the "Ohio Psychological Association" and the "Ohio School Psychologists Association" shall be described to the board in writing and shall be available to the board's license holders. upon request from the board office Such description shall include information about data recorded, procedures for assuring accurate recording of data, charges for maintaining records, length of time records are kept, and confidentiality or availability of individual records to the licensee, other persons or groups, or the public. The description shall contain a statement that the records are available for inspection on demand by the board and may be reviewed by the board when the license holder makes application for license renewal.

(2) On or before July first of each non-renewal year, the board shall review the procedures utilized by the "Ohio Psychological Association" and the "Ohio School Psychologists Association," to maintain records of CE hours for license holders.

(3) The board shall either approve those procedures or shall negotiate changes with the relevant entity such that the procedures are acceptable to the board and are approved. The previously approved procedures shall remain valid until new procedures are approved.

(B) Record of completion of continuing education.

(1) Each psychologist and independent school psychologist shall arrange with the "Ohio Psychological Association" or the "Ohio School Psychologists Association," to record and maintain the record of all CE hours, and the CE experience in which the hours were accrued. Licensed school psychologists shall arrange with the "Ohio School Psychologists Association" to record and maintain a record of compliance with the quinquennial CE requirements or evidence of exemption listed in



paragraph (D) of rule 4732-2-01 of the Administrative Code. In accordance with the requirements of division (E) of section 4732.141 of the Revised Code, such record shall constitute the receipts, vouchers, or certificates necessary to document completion of continuing psychology education.

(2) For psychologists and independent school psychologists, except as specified in paragraph (B)(6) of this rule, all other qualifying CE credits shall be recorded with the "Ohio Psychological Association" or the "Ohio School Psychologists Association," according to procedures, criteria, and fee structures established by the board and those associations.

(3) For licensed school psychologists, except as specified in paragraph (B)(4) of this rule, all qualifying CE credits, compliance reports, or evidence of a valid "Nationally Certified School Psychologist" credential shall be recorded with the "Ohio School Psychologists Association," according to procedures, criteria, and fee structures established by the board and that association.

(4) Licensed school psychologists holding permanent licenses issued by the department of education shall be exempt from demonstrating compliance with these CE requirements.

(5) All records maintained by the "Ohio School Psychologists Association" and by the "Ohio Psychological Association" of CE credits that are to be submitted for qualification of license renewal of any license holder shall be available for board review, in accordance with procedures established by the board and the record-keeping entities. Records of continuing education not available for board review shall not count toward the CE requirements for license renewal.

(6) At each biennial registration, the CE record of each licensee seeking license renewal may be reviewed by the board. Unless the board has excused a license holder from all or any part of CE requirements pursuant to division (F) of section 4732.141 of the Revised Code, each license holder for whom the record of CE credit maintained by the "Ohio School Psychologists Association" or by the "Ohio Psychological Association" is inadequate for license renewal shall be so notified by September 15. The license shall expire in accordance with the requirements of section 4732.14 of the Revised Code unless and until the license holder shows proof, in the form of valid receipts, vouchers, or certificates of completion, in accordance with division (E) of section 4732.141 of the Revised Code, or provides other compelling evidence, of having completed the necessary requirements. Such proof, if acceptable to the board, shall be accepted in lieu of records maintained by the "Ohio School



Psychologists Association" or by the "Ohio Psychological Association."

(C) Each license holder shall acknowledge the number of qualifying CE hours required to be reported to the board on the biennial registration (license renewal) form. Evidence of completion of the qualifying continuing education shall be provided as described in paragraph (B) of this rule.

(D) The "Ohio Psychological Association" and the "Ohio School Psychologists Association" shall report to the board the continuing education status of each license holder seeking license renewal and of any other license holder registered with that association, in accordance with the agreement signed each year by the board, approving the arrangements with the recording association.