ALABAMA BOARD OF EXAMINERS IN PSYCHOLOGY
ADMINISTRATIVE CODE

CHAPTER 750-X-4
LICENSE RENEWAL/USE OF THE LICENSE

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750-X-4-.01 License Renewal.

(a) Licensees are required to submit an annual renewal fee to the Board after the initial year of licensure. License renewal consists of payment of the annual renewal fee, payment of the annual continuing education fee and demonstration of fulfillment of the annual continuing education requirement. As a courtesy, a renewal notice will be mailed to the licensee's address of record on August 15 of each year with payment due by October 15. Failure to receive a renewal notice from the Board will not relieve the licensee from the renewal requirement. Renewal fees will not be accepted prior to the mailing of the renewal notifications. October 15 is the official renewal date. Checks drawn on insufficient funds or otherwise invalid must be replaced by a cashier's check or money order.

(b) Failure to comply with all requirements for renewal by October 15 shall result in a lapsed license. Failure to renew a license prior to October 15 will not deprive the licensee of the right to renew, but prohibits that individual from continuing to practice unless working in an exempt setting. A licensee may have his or her lapsed license reinstated upon satisfaction of the following:

(1) Payment of annual fees in arrears. (See Appendix I, Fee Schedule)

(2) Payment of late penalty/penalties. Any renewal fee paid after October 15 will be increased by $20.00 for each month or fraction thereof that the payment is late.

(3) Submission of proof of compliance with continuing education requirements.

(4) If a psychologist or psychological technician is alleged to have violated any prohibition on professional conduct as referenced in the law, the Board, upon a hearing and proof of the violation, may deny reinstatement of the license or

prohibit the psychologist or psychological technician from applying for reinstatement of licensure.

(5) A person who fails to renew a lapsed license within a period of two years after the date of its expiration is not eligible for reinstatement. The license may not be restored or reissued. The individual will be required to submit a new application for licensure and meet the statutory requirements in existence at time of re-application.

Author: Alabama Board of Examiners in Psychology
Statutory Authority: Code of Ala. 1975, §§34-26-1, et seq., 34-26-22.
History: Filed September 21, 1982. Emergency Amendment filed October 8, 1987. Permanent Amendment filed October 7, 1987. Repealed and new rule (same title) filed November 5, 1987. **Amended:** Filed August 4, 1988 (amendment of Appendix I "Fee Schedule"); April 5, 1990; March 7, 1991. **Amended:** Filed November 25 1997; effective December 30, 1997. **Amended:** Filed June 8, 1999; effective July 13, 1999. **Amended:** Filed August 27, 2003; effective October 1, 2003. **Amended:** Filed November 27, 2013; effective February 1, 2014 pursuant to Act No. 2013-386.

750-X-4-.02 Inactive Status.

(1) A licensee may request that the Board designate his or her license status as inactive at any time before the annual date of renewal (October 15) by submitting the Inactive Status Application Form and payment of an annual inactive status fee (See Appendix I, Fee Schedule). Granting inactive status to a licensee revokes all privileges associated with licensure under the law until reactivation is requested by the licensee. Any individual whose license is on inactive status shall not practice psychology or use the title “Licensed Psychologist” or “Licensed Psychological Technician in the State of Alabama. Any person violating this rule shall be considered practicing without a license and shall be subject to disciplinary action by the Board. Inactive status does not negate the jurisdiction of the Board over the actions of a licensee during any period of active licensure.

(2) A licensee who has been granted inactive status must submit a Continuation of Inactive Status Form by the date of renewal (October 15) each year, or the license shall lapse. Annual notices will be mailed to the licensee’s address of record on August 15 of each year with responses due by October 15.

(3) A licensee may have his or her Inactive license reinstated to Active status by satisfying the following criteria:

(a) Submission of the Reinstatement of Active Status Form.

(b) Payment of the current annual renewal and continuing education fees. (See Appendix I, Fee Schedule)

(c) Submission of proof of compliance with continuing education requirements for the previous year.

(4) If a licensee is alleged to have violated any prohibition on professional conduct as referenced in the law, the Board, upon a hearing and proof of the violation, may deny reinstatement of the license or prohibit the psychologist or psychological technician from applying for reinstatement of licensure.
Author: Alabama Board of Examiners in Psychology
Statutory Authority: Code of Ala. 1975, §3§4-26-1, et seq., 34-26-41.
History: New Rule: Filed November 27, 2013; effective February 1, 2014 pursuant to Act No. 2013-386. **Amended:** Filed July 11, 2016; effective August 25, 2016.

750-X-4-.03 Representation To The Public.

(1) Licensure should not be used, either explicitly or implicitly, as a claim or promise or guarantee of successful service. A licensed psychologist or licensed psychological technician is to display the license certificate in an appropriate manner within an office area. The license should be reproduced only when necessary to complete a file or official records and not for display purposes or for announcement of services. On letterheads, professional cards, and other displays, the licensees should use the designation "Licensed Psychologist" or "Licensed Psychological Technician," as appropriate. It is appropriate for the licensee to be introduced to an audience as "licensed by the State Board of Examiners."

(2) Specialty titles, such as "Clinical Psychologist," etc., may be used by licensed psychologists, instead of the title "Licensed Psychologist" if the title provides an accurate description of training and services. Such titles, if used, must be consistent with one's level of licensure and competency and should not be used in combination with the term "Licensed Psychologist" since the Alabama license is generic. Specialty titles for licensed psychological technicians are not applicable.

(3) A psychological technician may not use the title "psychologist" or hold himself or herself out to the public or knowingly allow himself or herself to be held out to the public as a psychologist. A licensed psychological technician shall not practice or present himself or herself outside the area of competence as approved by the board based upon the examination and review of the qualifications, training, and experience of the individual.

(4) When licensees announce or advertise psychological services to the public under the name of a professional corporation, association, group, clinic, etc., the name of at least one licensed psychologist or psychological technician must appear in conjunction with the name of the professional corporation, association, group, clinic, etc.
Author: Alabama Board of Examiners in Psychology
Statutory Authority: Code of Ala. 1975, §§34-26-1, et seq.
History: Filed September 21, 1982. Repealed and new rule (same title) filed November 5, 1987. **Amended:** Filed April 5, 1990. **Amended:** Filed November 25, 1997; effective December 30, 1997. **Amended:** Filed May 14, 1998; effective June 18, 1998. Amended (renumbered only): Filed November 27, 2013; effective February 1, 2014 pursuant to Act No. 2013-386.

Ed. Note: Rule. 02 was renumbered to .03 as per certification filed November 27, 2013; effective February 1, 2014 pursuant to Act No. 2013-386.