

3-YEAR CERTIFICATE RENEWAL GUIDELINES

Individuals who hold a 3-year school psychologist (093) certificate may apply to renew their certificate by:

- a) Submitting a valid and current Nationally Certified School Psychologist (NCSP) certificate issued by the National School Psychology Certification Board;
- b) Submitting a valid and current license issued by the Board of Examiners of Psychologists of Maine; OR
- c) Submitting evidence of 75 hours of continuing professional development during the last three years, consistent with current Nationally Certified School Psychologist certificate renewal standards and audit guidelines to be verified by the Advisory Committee on School Psychologists.

[Form 7](#) is required for 093 certificate renewal applications by school psychologists who do not hold a valid and current NCSP certificate or a valid and current license issued by the Maine Board of Examiners of Psychologists. Applicants pursuing renewal without meeting either of those requirements must provide evidence of 75 hours of continuing professional development (CPD) during the last three years, consistent with current [NCSP renewal standards](#). These standards are summarized below:

- Complete and maintain documentation of a minimum of 75 hours of continuing professional development (CPD) activities **within 36 months of renewal**.
 - At least 10 of the 75 CPD hours must come from a NASP-approved provider or APA-approved sponsor of continuing education. All content in NASP's Online Learning Center qualify towards this requirement;
 - At least 3 of the 75 CPD hours must address ethical practice and/or the legal regulation of school psychology; and
 - At least 3 of the 75 CPD hours must address diversity, equity, and inclusion.

Applicants should be able to answer "yes" to all four of the following questions to claim CPD credit for an activity:

- Did the activity enhance or upgrade my professional skills or add to my knowledge base?
- Was the activity relevant to the professional practice of school psychology?
- Did the activity fit into my personal plan for continuing professional development?
- Did the activity go beyond the ordinary aspects of my employment?

