



THE STATE  
of **ALASKA**

Department of Commerce, Community, and Economic Development  
Division of Corporations, Business and Professional Licensing

**PSY**

FOR DIVISION USE ONLY

**Board of Psychologists and Psychological Associate Examiners**

PO Box 110806, Juneau, AK 99811

Website: [ProfessionalLicense.Alaska.Gov/BoardofPsychologists](http://ProfessionalLicense.Alaska.Gov/BoardofPsychologists)

## Psychologist and Psychological Associate License Renewal

**July 1, 2025 – June 30, 2027**

- Your license lapses after June 30, 2025. There is no grace period — it is illegal to work if your license has lapsed.
- Faxed or emailed applications will not be accepted.
- Make checks and money orders payable to the State of Alaska or use the attached credit card payment form.
- Plan on a 4–6-week processing time for correct and complete renewal applications.
- Once the renewal is processed, your license certificate will be available for printing via the MY LICENSE self-service portal.

### PART I Payment of Fees

<b>Renewal Fees:</b>	<input type="checkbox"/> Biennial License Renewal (For licenses first issued on or before June 30, 2024)	<b>\$500.00</b>
	<input type="checkbox"/> Prorated License Renewal (For licenses first issued on or after July 1, 2024)	<b>\$250.00</b>

### PART II Personal Information

<b>Full Legal Name:</b> Name change: <input type="checkbox"/>	<b>AK License Number:</b>
If you have had a legal name change since your last license was issued, you must complete a <u>Change of Name</u> form.	
<b>Mailing Address:</b> Address change: <input type="checkbox"/>	P.O. Box or Street City State Zip
<b>Contact Phone:</b>	<b>Date of Birth:</b>
<b>EMAIL AGREEMENT:</b> Providing an email address authorizes the division to send you a web authorization code to register with the MY LICENSE self-service portal. If you have already registered with MY LICENSE, no action is needed. If you did not receive a code or the code you received has expired, contact the division. Once registered you may opt-in to receive all official correspondence electronically. Your account can be accessed at any time.	
<b>Email Address:</b>	
<b>SOCIAL SECURITY NUMBER:</b> AS 08.01.100 requires you to provide your United States Social Security Number. It is considered confidential information and will not be publicly disclosed; it may be used to verify inter-state licensure.	

### PART III Statement of Compliance

By checking the appropriate box below, you are verifying your compliance with the continuing competency requirements outlined under Article 6 of 12 AAC 60.

Select ONE (1) of the following:

☐ **Licenses initially issued on or before June 30, 2023.**

I certify I have successfully completed the required 40 hours of continuing education during the concluding licensing period of July 1, 2023, through June 30, 2025. The total hours include 3 hours in professional ethics and at least 20 hours of live interactive continuing education. If audited, I agree to provide documentation that verifies I meet this training as claimed within the "Continuing Education Information" section on this application.

☐ **Licenses initially issued between July 1, 2023 and June 30, 2024.**

I certify I have successfully completed the required 20 hours of continuing education during the concluding licensing period of July 1, 2023, through June 30, 2025. The total hours include 3 hours in professional ethics and at least 10 hours of live interactive continuing education. If audited, I agree to provide documentation that verifies I meet this training as claimed within the "Continuing Education Information" section on this application.

☐ **Licenses initially issued on or after July 1, 2024.**

Licenses initially issued after July 1, 2024, are not required to provide evidence of continuing education for this renewal only. Licensees will be subject to continuing education requirements for subsequent renewals.

#### Late Renewal Applicants

Select ONE (1) of the following if your renewal application is postmarked on or after July 1, 2025:

☐ I have checked the appropriate box above to certify the method in which I successfully meet the continuing education requirements.

- OR -

☐ I certify I have successfully completed some or all my hours of continuing education after June 30, 2025, but prior to submitting this renewal application. These hours were earned in accordance with Article 6 of 12 AAC 60. Under 12 AAC 02.965, I understand the hours I earned after June 30, 2025, may not be used for the subsequent renewal period. I further understand I must submit completion certificates with my renewal.

Random Audit

The board will audit a percentage of the license renewals. If your license is randomly selected for audit, you will be sent a letter and required to submit documentation and proof you satisfied the continued competency requirements as you stated on this renewal form. Save your documents for at least four years to respond to any audits.

## PART IV

## Continuing Education Information

Your license cannot be renewed unless you have met the continuing competency requirements in Article 6 of 12 AAC 60. You may not claim hours for education not yet successfully completed as of the date of submitting this application. Per 12 AAC 02.960(j), “successful completion” means the date that credit for the continuing competency activity is awarded by the instructor, sponsor, or other verifier for completion of the activity.

List out the hours you selected in the statement of compliance section. *Print additional pages as needed.*

In the table below, the categories for hours are broken down as follows: **G – General; P – Professional Ethics**

☐ Not Applicable - My license was initially issued on or after July 1, 2024 and continuing education information is not required for this renewal.

Dates of Attendance	Course/Seminar, Publication or Workshop Title/Brief Description	Location (City, State)	Principal Instructor	Sponsoring Organization	G	P	Live Interactive
							<input type="checkbox"/> Yes <input type="checkbox"/> No
							<input type="checkbox"/> Yes <input type="checkbox"/> No
							<input type="checkbox"/> Yes <input type="checkbox"/> No
							<input type="checkbox"/> Yes <input type="checkbox"/> No
							<input type="checkbox"/> Yes <input type="checkbox"/> No
							<input type="checkbox"/> Yes <input type="checkbox"/> No
							<input type="checkbox"/> Yes <input type="checkbox"/> No
							<input type="checkbox"/> Yes <input type="checkbox"/> No
							<input type="checkbox"/> Yes <input type="checkbox"/> No
							<input type="checkbox"/> Yes <input type="checkbox"/> No
							<input type="checkbox"/> Yes <input type="checkbox"/> No
Subtotal Hours for Each Category:							
Total Hours of Continuing Education:							

☐ I certify I have listed all the continuing education hours I have completed as stated in the continuing competency section. I also certify I have verified the number of hours listed for each course add up to the total number of CE hours claimed.

## PART V Professional Fitness Questions

The following questions must be answered. "Yes" answers may not automatically result in license denial.

**For each "yes" response to any question, you must provide an explanation and documentation.** Use the letter of explanation form (#08-4752) appended to this application; include full details, dates, locations, type of action, organizations or parties involved, and specific circumstances. A separate letter of explanation form must be provided for each "yes" answer documented below. Documentation includes copies of court orders, charging documents, board, or license actions, etc.

The contents of licensing files are generally considered public records, unless required to be kept confidential by state or federal law.

### When in doubt, disclose and explain.

#### *Since the date your last Alaska license was issued or renewed:*

- |   |   |
|---|---|
| 1. Have you had a professional license denied, revoked, suspended, or otherwise restricted, conditioned, or limited or have you surrendered a professional license, been fined, placed on probation, reprimanded, disciplined, or entered into a settlement with a licensing authority in connection with a professional license you have held in any jurisdiction including Alaska and including that of any military authorities or is any such action pending?   | <input type="checkbox"/> Yes<br><input type="checkbox"/> No |
| <hr/>   |   |
| 2. Have you been convicted of a crime or are you currently charged with committing a crime? For purposes of this question, "crime" includes a misdemeanor, felony, or a military offense, including, but not limited to, driving under the influence (DUI) or driving while intoxicated (DWI), driving without a license, reckless driving, or driving with a suspended or revoked license. "Convicted" includes having been found guilty by verdict of a judge or jury, having entered a plea of guilty, nolo contendere or no contest, or having been given probation, a suspended imposition of sentence, or a fine. | <input type="checkbox"/> Yes<br><input type="checkbox"/> No |
| <hr/>   |   |
| 3. Are you currently suffering from any condition, mental or physical, that impairs your judgment or that would otherwise adversely affect your ability to practice psychology in a competent, ethical and professional manner?   | <input type="checkbox"/> Yes<br><input type="checkbox"/> No |
| <hr/>   |   |
| 4. Do you use drugs or alcohol in any manner that impairs your ability to practice psychology competently and safely?   | <input type="checkbox"/> Yes<br><input type="checkbox"/> No |

"Yes" Answers

**If you answered "yes" to questions 3 or 4,** in addition to your personal statement, you must submit a statement from your health care provider indicating your ability to safely practice psychology. Applications submitted without the appropriate attachments will be considered incomplete and will not be processed.

## PART VI Alaska Law

- ☐ I hereby certify I have reviewed, understand and will abide by the statutes and regulations applicable to my profession (AS 08.86 and 12 AAC 60).



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## Signature Page

<b>Applicant Name:</b>	
<b>Alaska License Number:</b>	

### **PART VII** Agreement

I hereby certify I am the person herein named and subscribing to this application. I further certify I have read the complete application, and I know the full content thereof. I declare all of the information contained herein, and evidence or other documents submitted herewith are true and correct.

I understand any falsification or misrepresentation of any item or response in this application, or any attachment hereto, or falsification or misrepresentation of documents to support this application, is sufficient grounds for denying, revoking, or otherwise disciplining a license, registration, certificate, or permit to practice in the state of Alaska.

I further understand it is a Class A misdemeanor under Alaska Statute 11.56.210 to falsify an application and commit the crime of unsworn falsification.

<b>Applicant Signature:</b>		<b>Date Signed:</b>	
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## General Information

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### **APPLICATION PROCESSING:**

The average processing time varies by program. When the application is complete and correct, all supporting documents have been received and all fees have been paid, the license may be issued. Start the process far enough in advance to allow for processing time. Applications are reviewed in order of receipt in our office, and walk-in customers should not expect immediate review.

### **LICENSE TERM:**

Licenses are issued for a two-year period and expire on June 30 of odd-numbered years, regardless of the date of issuance, except licenses issued within 90 days of the expiration date which are issued to the next biennial expiration date. One renewal notice will be sent via email or mail at least 30 days before license expiration to the last known email or mailing address of record. Failure to receive a renewal notice does not relieve a licensee from the responsibility of renewing a license on time.

### **PROFESSIONAL FITNESS QUESTIONS:**

A “yes” response in the application does not mean your application will be denied. If you have responded “yes” to any professional fitness questions, submit an explanation with the charging and closing court documentation showing final disposition of charge(s) (e.g. court records, fitness letters, etc.).

### **RANDOM AUDIT:**

If your program requires continuing education, the division will audit a percentage of the license renewals. If your license is randomly selected for audit, you will be sent with instructions to submit documentation as proof you satisfied the continuing competency requirements as stated on this renewal form. Licenses are randomly selected by computer and may be randomly selected as often as the computer program chooses. You must save your documents for at least four years so you can respond to audits. (12 AAC 02.960)

### **CHANGES TO LEGAL NAMES, EMAIL ADDRESSES AND/OR MAILING ADDRESSES:**

It is the licensee’s responsibility to notify the division of any changes to legal names, email addresses and/or mailing addresses. The email or mailing address of record will be used to send all official notifications. The name appearing on the license must be your current legal name. The name change notification form is available on the division’s website. Changes to email and/or mailing addresses can be submitted through MY LICENSE. (12 AAC 02.900)

### **SOCIAL SECURITY NUMBERS:**

A U.S. Social Security Number must be on file with the division before a professional license is renewed. If you do not have a U.S. Social Security Number, complete the Request for Exemption from Social Security Number Requirement form (#08-4372) located at *ProfessionalLicense.Alaska.Gov*, and include required supporting documents as noted on the form. (AS 08.01.100)

### **PUBLIC INFORMATION:**

All information on the application will be available as public record, unless required to be kept confidential by state or federal law.

### **ABANDONED APPLICATIONS:**

An application is considered abandoned when 12 months have elapsed since correspondence was last received from or on behalf of the applicant. An abandoned application is denied without prejudice. At the time of abandonment, the division will send notification to the last known email or mailing address of the applicant, who then has 30 days to submit a written request for a refund of biennial license and other fees paid, if applicable. The application fee will not be refunded. If no request for a refund is received within that timeframe, no refund will be issued, and all fees will be forfeited. (12 AAC 02.910)

### **PAYMENT OF CHILD SUPPORT:**

If the Alaska Child Support Enforcement Division has determined that you are in arrears on child support, you may be issued a nonrenewable temporary license valid for 150 days. Contact Child Support Services at (907) 269-6900 to resolve payment issues.

### **STATUTES AND REGULATIONS:**

The complete set of statutes and regulations for this program are available by written request or online at the division’s website: *ProfessionalLicense.Alaska.Gov*. Centralized statutes and regulations also apply to all professional licenses; those are also available on the division’s website. To receive notifications of proposed regulation changes, send a request with your name, email, and the program you want to be updated on to the regulation specialist at the following email: *RegulationsAndPublicComment@Alaska.Gov*. Courtesy notifications of proposed program regulations changes will also be sent to the email address on record.

## Continuing Education

### 12 AAC 60.250. PURPOSE OF CONTINUING EDUCATION

The purpose of continuing psychology education is to ensure that the renewal of licenses is contingent upon proof of continued competency and assure the consumer of an optimum quality of psychological health care by requiring licensed psychologists and psychological associates to pursue education designed to enhance and advance their professional skills and knowledge.

**Authority:** AS 08.86.070(6)

### 12 AAC 60.260. HOURS OF CONTINUING EDUCATION REQUIRED.

- (a) *Repealed 3/27/98.*
- (b) Each psychologist or psychological associate seeking license renewal shall obtain and document an average of 20 credit hours of continuing education for each year during the concluding licensing period. Effective July 1, 1999, at least three of the total credit hours of continuing education required for the concluding licensing period must be in professional ethics.
- (c) At least half of the required continuing education hours must be obtained by means of live interactive programs, courses, or training sessions. The licensee shall provide verification of attendance.
- (d) For the purposes of this section, "live interactive" means a program, course, or training session in which students and instructors engage with program, course, or session content and each other at the same time, in real time. A program, course, or training session may be in-person or through the Internet and may not be pre-recorded or obtained by means of self-study.

**Authority:** AS 08.86.070

### 12 AAC 60.270. COMPUTATION OF CONTINUING EDUCATION HOURS.

- (a) For the purpose of computing continuing education credit, 50 minutes of instruction constitutes one hour.
- (b) Credit is given only for full hours of instruction received and not for a fraction of an hour.
- (c) Credit is given only for class attendance hours and not for hours devoted to class preparation.
- (d) Continuing education credit is given for auditing an academic course.

**Authority:** AS 08.86.070(6)

### 12 AAC 60.280. COMPUTATION OF ACADEMIC CONTINUING EDUCATION HOURS.

- (a) One quarter hour of academic credit from a college or university constitutes 10 hours of continuing education.
- (b) One semester hour of academic credit from a college or university constitutes 15 hours of continuing education.
- (c) Auditing one quarter hour of academic credit constitutes eight hours of continuing education.
- (d) Auditing one semester credit hour of academic credit constitutes 12 hours of continuing education.
- (e) For a licensing period that begins on or after July 1, 2007, the academic continuing education hours claimed by an applicant for renewal or reinstatement under this section must be obtained from a graduate level course.

**Authority:** AS 08.86.070

### 12 AAC 60.290. ACCEPTED SUBJECTS

To be accepted by the board, the subject of a continuing education program must contribute directly to the professional competency of a person licensed to practice as a psychologist or a psychological associate and must be directly related to the concepts of psychological principles, ethics, or practices as defined in AS 08.86.230(6).

**Authority:** AS 08.86.070(6)

### 12 AAC 60.300. APPROVED NONACADEMIC CONTINUING EDUCATION PROGRAMS.

- (a) *Repealed 8/20/2004.*
- (b) On or after July 1, 2003, nonacademic continuing education programs under this section must be provided by sponsoring organizations approved by the American Psychological Association or another professional organization representing mental or behavioral health professions, including the American Medical Association, American Psychiatric Association, National Association of Social Workers, American Nurses Association, American Association of Marriage and Family Therapists, and National Association of School Psychologists.

**Authority:** AS 08.86.70

### 12 AAC 60.310. INDIVIDUAL STUDY.

- (a) The number of hours of continuing education credit awarded for completion of a formal correspondence program, videotape program, audio-cassette program, or other individual study program which requires registration and provides evidence of satisfactory completion will be determined by the board on an individual basis.
- (b) Credit awarded under this section may not exceed one half of the total hours required in any licensing renewal period.
- (c) For a licensing period that begins on or after July 1, 2007, the continuing education hours claimed by an applicant for renewal or reinstatement under this section that are obtained from a college or university must be obtained from a graduate level course.

- (d) For a licensing period that begins on or after July 1, 2007, the continuing education hours claimed by an applicant for renewal or reinstatement under this section that are not obtained from a college or university must meet the requirements under 12 AAC 60.300(b).

**Authority:** AS 08.86.070

**12 AAC 60.320. INSTRUCTOR OR DISCUSSION LEADER.**

- (a) One hour of continuing education credit will be awarded for each hour completed as an instructor or discussion leader of educational programs meeting the requirements of 12 AAC 60.250—12 AAC 60.310. Credit will be awarded only for the initial course of instruction of the subject matter, unless there have been substantial new developments in the subject since the prior presentation.
- (b) Credit awarded under this section may not exceed one-third of the total hours required for a license renewal and may not be claimed for the same license renewal in which credit is claimed under 12 AAC 60.330.

**Authority:** AS 08.86.070

**12 AAC 60.330. PUBLICATIONS AND PRESENTATIONS.**

- (a) Twenty credit hours of continuing education will be awarded for each
- (1) authorship of a publication in a professional psychology journal, if the publication relates directly to the concepts of psychological principles, ethics, or practices, and is published or accepted for publication during the two-year reporting period immediately preceding the license renewal;
  - (2) oral or poster presentation of a written paper at a meeting of the American Psychological Association, a technical meeting of a state psychology society, or meeting of a professional psychology-oriented organization, if the presentation relates directly to the concepts of psychological principles, ethics, or practices, and the presentation occurred during the two-year reporting period immediately preceding the license renewal; or
  - (3) authorship of a professional psychology book or monograph published or accepted for publication during the two year reporting period immediately preceding the license renewal.
- (b) Credit awarded under this section may not exceed one-half of the total hours required for a license renewal and may not be claimed for the same license renewal in which credit is claimed under 12 AAC 60.320.

**Authority:** AS 08.86.070

**12 AAC 60.340. REINSTATEMENT.**

- (a) The license of any licensee which is not renewed by reason of failure to comply with the continuing education requirements of 12 AAC 60.250—12 AAC 60.350, may be reinstated after submission to the board of proof of the completion of all continuing education credit hours required.
- (b) A licensee unable to obtain the required continuing education hours for license renewal, due to reasonable cause or excusable neglect, must request exemption status in writing to the board with a statement explaining the reasonable cause or excusable neglect. The board will, in its discretion, prescribe an alternative method of compliance with the continuing education requirements as the board considers appropriate to the individual situation.

**Authority:** AS 08.86.070(6)

**12 AAC 60.350. REPORT OF CONTINUING EDUCATION.**

- (a) An applicant for renewal of a license to practice psychology shall submit, on a form provided by the department, a sworn statement of the continuing education in which the applicant participated. At a minimum the statement must indicate the following, as applicable:
- (1) the sponsoring organization;
  - (2) the location of the course or correspondent;
  - (3) the title or description of course or both;
  - (4) the principal instructor;
  - (5) the dates of attendance or period of correspondence;
  - (6) the titles, issues, and dates of publications or presentations; and
  - (7) the number of continuing education hours claimed.
- (b) Falsification of any written evidence submitted to the board under this section is unprofessional conduct and constitutes grounds for censure, reprimand, or license revocation or suspension.
- (c) If an applicant does not submit, on or before the renewal date, the information required in (a) of this section, the applicant's license to practice psychology lapses.

**Authority:** AS 08.86.070





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## Letter of Explanation for a Professional Fitness “Yes” Answer

Use this form only to explain and document any professional fitness “yes” answers. A “yes” answer is not necessarily disqualifying but concealing one may be.

Each “yes” answer requires a separate explanation and associated documentation. Submit all relevant documentation with this form, even if you have previously provided it.

- **Explanations** include full details, dates, locations, type of action, organizations or parties involved, and specific circumstances. If the space provided is insufficient, make additional copies as needed.
- **Documentation** includes copies of court orders, charging documents, board or license actions, decisions against your professional certification, satisfaction of consent agreements (fines paid, community service completed, off probation, etc.), and fitness to practice letters (statement from your provider that you are safe to practice if you check “yes” to any of the questions regarding mental or physical health, or drug or alcohol abuse or addiction).
- **Disciplinary actions** may include, but not be limited to, suspension, surrender, revocation, probation, academic probation, reprimand, censure, restricted license, limited license, conditioned license, or letters of counseling, concern, advice, warning, caution, admonishment, or reprimand.

If you have multiple “yes” answers or multiple incidents for any professional fitness question, you must use a separate copy of this form and provide a full explanation and documentation for each incident.

The contents of licensing files are generally considered public records, unless required to be kept confidential by state or federal law.



Write the professional fitness question number you are answering “yes” to in the box.

<b>Location of Incident:</b>		<b>Date of Incident:</b>	
<b>Explanation of Incident:</b> When in doubt, disclose and explain. <i>Make copies as necessary.</i>			

**Did you attach all applicable documents associated with this incident?**

- ☐ Court Orders      ☐ Consent Agreements      ☐ Disciplinary Actions      ☐ Charging Documents
- ☐ Court Records      ☐ Fitness to Practice      ☐ All Other Documentation Related to This Incident
- ☐ I have additional incidents for this “yes” answer, or “yes” answers to other Professional Fitness questions and have attached a separate copy of this form for each incident.

<b>Full Name:</b>		<b>Program:</b>	
<b>Signature:</b>		<b>Date Signed:</b>	



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## Credit Card Payment Form

All major credit cards are accepted. For security purposes, do not email credit card information. Include this credit card payment form with your application.

Name of Applicant or Licensee:			
Profession Type (e.g., Acupuncture):		License Number (if applicable):	
I wish to make payment by credit card for the following (check all that apply):			AMOUNT
<input type="checkbox"/>	Application Fee:		
<input type="checkbox"/>	License or Renewal Fee:		
<input type="checkbox"/>	Other (fine, exam, etc.):		
1.			
2.			
TOTAL:			

Name (as shown on credit card):			
Mailing Address:			
Phone Number:		Email (Optional):	
Signature of Credit Card Holder:			

### CREDIT CARD INFO: Your payment cannot be processed unless all fields are completed.

1. Credit Card Number:		All 3 fields MUST be completed.  This section will be destroyed after the payment is processed.
2. Expiration Date:		
3. Security Code:		