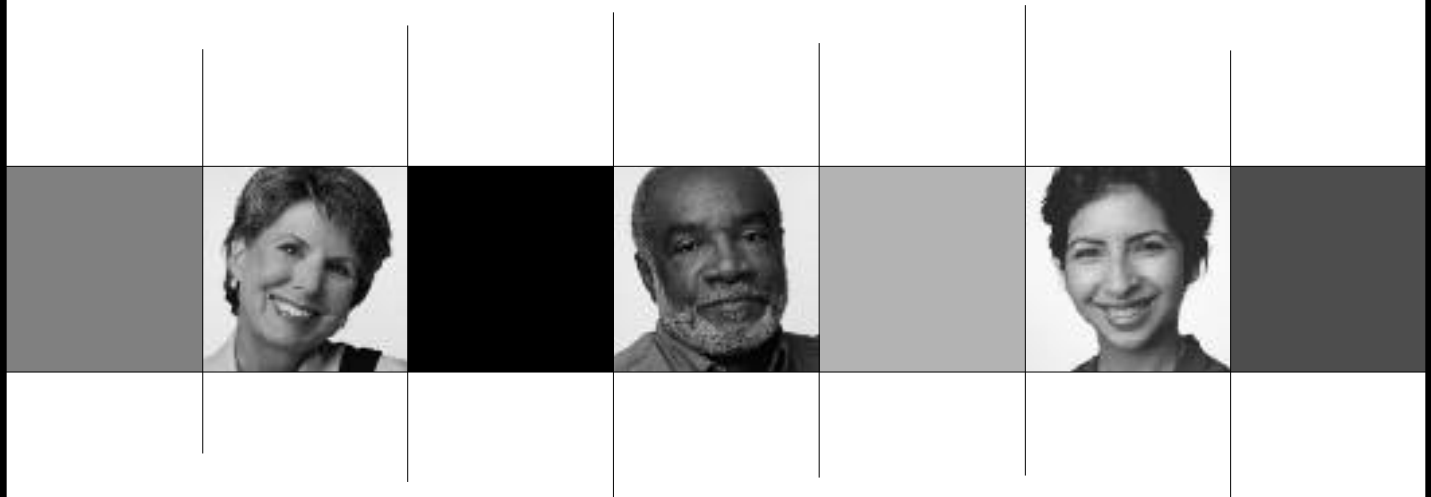


# Nationally Certified School Psychologist (NCSP) Renewal Guidelines

*and NASP Continuing Professional  
Development Program*



**National School Psychology Certification Board  
National Association of School Psychologists**

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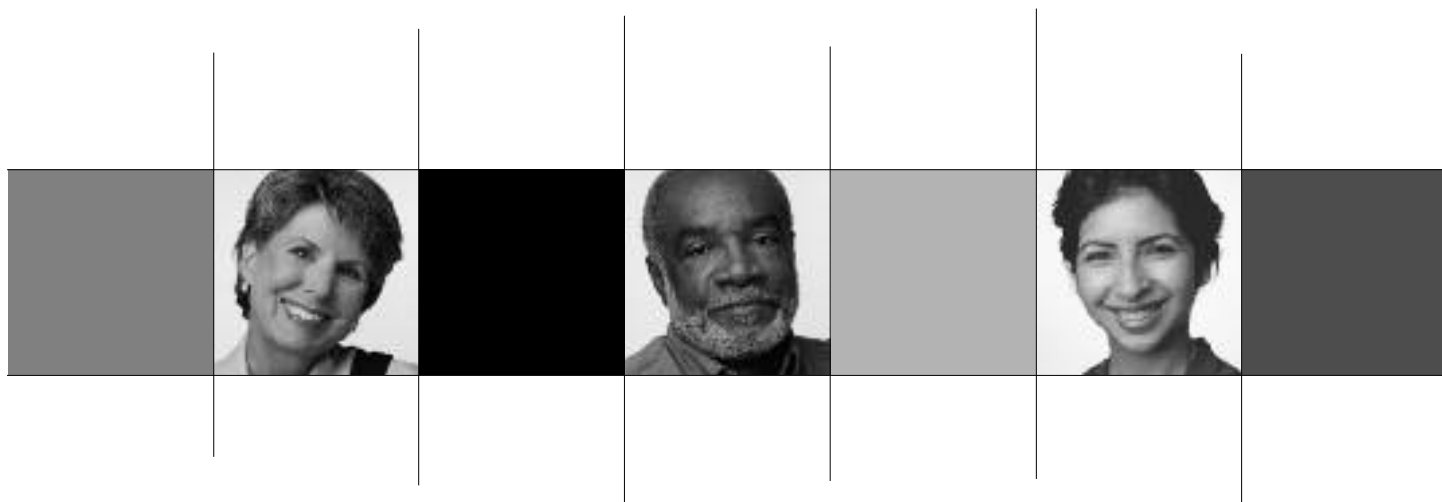
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NCSP Renewal Forms (available at [www.nasponline.org/certification](http://www.nasponline.org/certification))

- NCSP Renewal Payment
- NASP Membership
- Affidavit of Continuing Professional Development Credits
- NCSP Directory Information and Renewal Questionnaire

*The NASP Executive Board approved the contents of this document in January 1992. The National School Psychology Certification Board (NSPCB) and the NASP Professional Development Committee approved revisions in November 1996. The NASP Executive Council approved revisions in July 2001. The NSPCB Board approved additional revisions in July 2003. Additional modifications were made in October 2009 and February 2010.*



## INTRODUCTION

The National Association of School Psychologists (NASP) assumes that all school psychologists, and particularly those participating in the National School Psychology Certification System, have a common goal: to grow professionally. According to the *Guidelines for the Provision of School Psychological Services* (2000), it is our professional obligation to remain informed of current developments in research, training, and professional practices that benefit children, families, and schools. Membership in professional organizations, attending professional conferences, reading professional literature, and discussing professional issues with colleagues are all essential components of any school psychologist's overall professional development. Because of the broad knowledge base needed, the varied training and skill levels, and the many dimensions of our professional role, school psychologists need a personal plan for professional development. This plan should be designed to include a broad range of experiences and topics and should be uniquely suited to the needs of each individual.

Participation in NASP's Professional Development Program requires 75 hours of continuing professional development (CPD) activities within a three-year period. Nationally Certified School Psychologists (NCSPs) are expected to document and maintain records of their CPD activities.

The Professional Development Program encourages participating school psychologists to enhance their skills in a variety of areas. Expanding one's knowledge in less familiar areas is an important aspect of professional growth. Continuing professional development should involve a variety of learning activities, covering a wide range of topics.

Because school psychologists perform a variety of professional roles—in many diverse locations—NASP recognizes the importance of, and the availability of, formal and informal professional development opportunities. The intent of the CPD requirement, therefore, is not to limit the school psychologist's continuing professional development by approving only specific activities, but rather to acknowledge and encourage participation in the variety of activities that are available. NASP also encourages school psychologists to select high quality CPD activities and has developed the NASP Approved Provider System to assist school psychologists in determining CPD that meets quality indicators.

## NCSP RENEWAL PROCESS

The NCSP credential is valid for three years unless revoked. The credential must be renewed by the expiration date, or it will expire. The expiration date is printed on the NCSP certification letter and renewal notices. NCSPs are given a grace period of one calendar month to renew the credential before a late fee is assessed. Renewal of the NCSP comprises the following:

- The NCSP credential expires 36 months from the month the initial application or renewal is received and processed. The expiration date is always the last day of the month. Renewal reminders will be sent prior to expiration, but the responsibility for renewing in a timely fashion remains solely on the individual holding the credential.
- Complete the required 75 hours of continuing professional development activities within a 36 month period and maintain documentation of your activities. (Information on proper documentation can be found in the *Guidelines for Documenting CPD Activities* section below.) Keep this documentation for your own records. Do not submit it with your renewal forms. You will be asked to provide this documentation if you are audited.
- Complete the *Affidavit of Continuing Professional Development Credits* form. Sign the affidavit attesting to participation in the required CPD activities and agreeing to an audit if notified.
- Complete the *NCSP Directory Information and Renewal Questionnaire* form. If you do not wish to be listed in the *NCSP Online Directory*, check the box where indicated.
- Complete the *NCSP Renewal Payment* form and submit the appropriate payment, including any late fees that may apply. If you are not a NASP member and wish to join, complete the *NASP Membership* form and include the appropriate amount for dues in your payment. If you join NASP at the time you renew your certification, you can save \$100 on your NCSP renewal by qualifying for the reduced member renewal rates.
- Successful renewal of the NCSP will be acknowledged by a letter from the NASP office.

## RENEWAL FEES AND LATE FEES

NCSP renewal fees are \$99 every three years for NASP members and \$199 for nonmembers. NASP membership offers considerable savings along with many other professional benefits. NASP members also save on late fees.

Late fees for renewal are assessed beginning one calendar month after the NCSP credential expires. To avoid being assessed late fees, make sure your renewal request is postmarked on or before the last day of the month after your current NCSP expiration date. You may also complete your renewal online. Otherwise, please include the appropriate late fee with your renewal.

NCSPs must obtain 10 of the 75 CPDs required for renewal from NASP- or APA-approved providers during each three-year renewal period. NCSPs must also accrue 3 hours of CPD regarding ethical practice and/or the legal regulation of school psychology. Legal regulation of school psychology refers to IDEA, NCLB, Section 504, and similar issues. This requirement may be met with any appropriate CPD activity category.

Months Since Expired	NASP Member	Nonmember
> 1 and . 6	\$13	\$29
> 6 and . 12	\$26	\$58
> 12 and . 18	\$39	\$87
> 18 and . 24	\$52	\$116
> 24 and . 30	\$65	\$145
> 30 and . 36	\$78	\$174

## AUDIT GUIDELINES

NCSPs are required to maintain proper documentation of their CPD activities but are not required to submit documentation of CPD credits unless their applications are selected for an audit. Approximately 10% of renewing NCSPs are randomly selected for documentation audits and are notified in writing. They are asked to provide documentation so that NASP can verify the activities and CPD hours on the signed affidavit. This notification may be sent at any time after the individual renews his or her NCSP credential. It is recommended that applicants maintain documentation for the duration of their three-year cycle.

Individuals selected for audit have 60 calendar days from the date of the notice to submit documentation verifying that they have met all CPD requirements. The NCSP credential will expire if the individual fails to respond within the 60-day time limit.

Once the documentation of credits has been received and processed, the applicant will be notified of the audit results. If it is determined that the documentation has any deficiencies, the applicant will be given 60 calendar days to correct this deficiency. Any deficiency not corrected within the 60-day period will cause the immediate expiration of the NCSP credential.

Documentation submitted for an audit will not be returned. Copies of the documentation are acceptable; please do not submit your originals.

## **SPECIAL RENEWAL SITUATIONS**

### **Renewal More Than One Month Prior to Expiration**

Any NCSP who earns the required CPD credits prior to his or her expiration date may renew early. Renewing early allows flexibility for an NCSP to begin accruing CPD credits for the next renewal cycle. For example, suppose an individual has earned 75 CPD credits by June 2010, but their credential does not expire until December 2010. The individual may renew in June 2010, receive an expiration date of June 30, 2013, and use all CPD credit earned during and after June 2010 for the next renewal cycle. It's important to understand that CPD credits from a previous renewal cycle may not be resubmitted. CPD credit above the required 75 hours may not be carried over to the next renewal cycle. With early renewals, it's not possible to prorate the renewal fees; the regular renewal fee must accompany the renewal.

## **Late Renewal Within Three Years of Expiration**

Once the NCSP credential expires, an individual has three years to renew. As previously noted, the appropriate late fees must be paid with the renewal application. CPD credits are considered expired after three years. The three years are counted backward from the month the renewal materials are received in the NASP office. So, an individual who renews late must ensure that his or her CPD credits are current as of the renewal date. When an individual renews late, the expiration date of the credential is changed to the month the renewal is received. For example, suppose an individual's NCSP credential expired on December 31, 2008. The individual submitted renewal materials along with late fees in June 2009. CPD credits earned during the period June 2006 through June 2009 must be submitted, and the individual's new expiration date will be June 30, 2012.

## **Renewal More Than Three Years After Expiration**

An individual who fails to renew the NCSP credential beyond three years of the expiration date must reapply for the NCSP under the current standards at the time of reapplication. The current NCSP application must be submitted with all supporting documentation. Also, when reapplying, the ETS National School Psychology Examination (#10401) may have to be retaken. ETS scores expire 9 years from the date of the exam.

## **Retired NCSP Status**

The NCSP (Retired) designation allows retired individuals to continue to identify themselves as persons who have met the national standard of their profession. The official title of this designation is "Nationally Certified School Psychologist (Retired)" or "NCSP (Retired)." Nationally Certified School Psychologists are eligible for NCSP (Retired) status when the following requirements are met:

- All public and private remunerative activity as a school psychologist has ceased.
- The applicant has been an NCSP for at least six years.
- The applicant is an NCSP in good standing at the time the application is received in the NASP office.

To apply for NCSP (Retired) status, download an application form at [www.nasponline.org/certification](http://www.nasponline.org/certification). Mail the completed application and a one-time \$40 fee to NASP, P.O. Box 79469, Baltimore, MD 21279-0469.

Those with an NCSP (Retired) status who decide to reenter the workforce can convert their NCSP (Retired) status to a full NCSP status by completing the current CPD requirements and paying the appropriate renewal fee.

## **GUIDELINES FOR CPD ACTIVITIES**

### **Developing a Personal Plan**

Activities should be chosen as part of an overall professional development plan designed to enhance the NCSP's knowledge in several foundation areas. Plan a variety of activities that emphasize learning, including workshop experiences, coursework, presentations, self-study, program development, leadership, or research. These activities should exceed the ordinary requirements of employment.

### **Evaluating the Benefit of CPD Activities**

Applicants may evaluate and select CPD activities, and may claim the activities for CPD credit, without contacting NASP for preapproval. There are four questions to ask when evaluating an activity to determine if it may be claimed for CPD credit. If you can answer "yes" to all four of the following questions, you may claim CPD credit for the activity:

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

## **NASP- or APA-Approved Provider Requirement**

The NASP-Approved Provider System was created to assist school psychologists in obtaining quality professional development. NASP-approved providers must demonstrate that their offerings align with NASP practice guidelines, are provided by qualified professionals, and are intended to enhance professional competencies, skills, or knowledge.

NCSPs must obtain 10 of the 75 CPDs required for renewal from NASP- or APA-approved providers during each three-year renewal period. Visit [www.nasponline.org/certification](http://www.nasponline.org/certification) for details on this requirement and a list of CPD opportunities offered by NASP and other approved providers, including a number of state school psychology associations.

## **Ethical Practice and Legal Regulation of School Psychology CPD Requirement**

NCSPs must also accrue 3 hours of CPD regarding ethical practice and/or the legal regulation of school psychology. Legal regulation of school psychology refers to IDEA, NCLB, Section 504, and similar issues. This requirement may be met with any appropriate CPD activity category.

## **GUIDELINES FOR DOCUMENTING CPD ACTIVITIES**

In addition to adhering to the guidelines for documenting CPD activities, **NCSPs must also meet the Ethical Practice and Legal Regulation of School Psychology and NASP- or APA-Approved Provider requirements.** Those requirements may be met with any appropriate CPD activity category and documented as described below.

### **CPD Activity Categories**

Consistent with the *NASP Standards for the Provision of School Psychological Services (2000)*, school psychologists are obliged to participate in activities designed to maintain and expand their skills, and to ensure the provision of quality service. With this in mind, NASP recognizes the following types of activities as appropriate for CPD credit:

- CATEGORY A Workshops, conferences, and inservice training
- CATEGORY B College and university coursework
- CATEGORY C Training and inservice activities
- CATEGORY D Research and publications
- CATEGORY E Supervision of graduate students
- CATEGORY F Supervised experience
- CATEGORY G Program planning and evaluation
- CATEGORY H Self-study: Formal structured or informal programs
- CATEGORY I Professional organization leadership

### **CPD Credit**

One CPD credit is defined as one contact hour or an actual clock hour (60 minutes) spent in direct participation, as a learner, in a structured educational activity.<sup>1</sup> For purposes of NCSP renewal, CPD credits are valid for a 36-month period after they are earned. The 3-year period is counted backward from the month in which your renewal application is submitted to the NASP office. For example, if the renewal application is submitted in June of 2011, credits earned from June of 2008 through June of 2011 would be accepted for that renewal cycle. Credits from a previous renewal cycle may not be resubmitted. Credits above the required 75 hours may not be carried over to the next renewal cycle.

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<sup>1</sup>Some organizations document CPD activities using Continuing Education Units (CEUs). One CEU is equivalent to ten contact hours or ten CPD credits.

## Types of Documentation

Refer to the *Summary of CPD Credit Allowances and Ceilings* table to determine the required documentation for each activity. The following forms of documentation are acceptable:

Certificate of Attendance	Certificate of Attendance, or log sheets of participation provided by the CPD sponsor.
Official Transcripts	Official transcripts are required for college or university credit.
Summary Reports	Summary reports may be used in states where professional development is required for maintenance of certification or licensure, or in school districts or other agencies or organizations where professional development is required.
Activity Documentation Form	Any activity not otherwise documented by one of the above may be documented with this form.

Documentation of CPD activities should include the following:

- Name of participant
- CPD hours
- Category or type of activity
- Certification number
- Title or topic of activity
- Activity sponsor, if applicable
- Date of activity

## CPD CATEGORIES AND CREDIT ALLOWANCES

The NASP CPD program allows a variety of activities that have potential for enhancing a school psychologist's knowledge and skills. With some activities, the participant earns one hour of CPD credit for each contact hour of participation. For these activities, there are no ceiling limits to the number of credits that can be accumulated. Other activity categories have a maximum credit allowance, and there are restrictions on the frequency with which credit can be claimed.

In addition to adhering to the guidelines for documenting CPD activities, **NCSPs must also meet the Ethical Practice and Legal Regulation of School Psychology and NASP- or APA-Approved Provider requirements.** Those requirements may be met within any CPD activity category and documented as described below.

### Category A: Workshops, Conferences, Inservice Training

Credit allowances	This category is defined by professional development activities that involve opportunities for direct instruction and interaction. It includes seminars, workshops, real-time webcasts, and distance learning programs with interactive capabilities. One hour of participation: 1 CPD credit
Maximum credit	None
Required documentation	Certificate of attendance or <i>Activity Documentation Form</i> . Program flyers, handouts, agendas, and brochures may be used to complete the <i>Activity Documentation Form</i> , but are not accepted forms of documentation.

## **Category B: College and University Coursework**

Credit allowances	This category includes all college or university credit, including both onsite and distance learning courses. One semester credit hour: 15 CPD credits (e.g., 3 credit course = 45 CPD credits) One quarter credit hour: 10 CPD credits
Maximum credit	None
Required documentation	Official college or university transcript

## **Category C: Training and Inservice Activities**

Credit allowances	One hour of participation: 1 CPD credit. CPD credit may be claimed once for development and presentation of new workshops or inservice training activities.
Maximum credit	30 CPD credits
Required documentation	Program flyer, syllabus, or <i>Activity Documentation Form</i> . The hours of CPD credit, date of training, and sponsor must be included in the documentation.

## **Category D: Research and Publications**

Credit allowances	Research and contribution to the professional knowledge base are valuable CPD activities. To claim credit in this category, it is necessary for the participant to reasonably estimate the amount of time spent and claim those actual hours up to the maximum specified.
Maximum credit	Empirical research: Up to 10 CPD credits per project Professional publication: Up to 5 CPD credits per project 25 CPD credits per renewal period
Required documentation	<i>Activity Documentation Form</i>

## **Category E: Supervision of Graduate Students**

Credit allowances	For purposes of CPD credit, field supervisors of school psychology interns should consider the extent to which this activity leads to professional growth on the part of the supervisor. Supervision of one intern for one academic year: Up to 10 CPD credits Supervision of one practicum student per semester: Up to 5 CPD credits
Maximum credit	20 CPD credits
Required documentation	<i>Activity Documentation Form</i>

## Category F: Supervised Experience

Credit allowances	NASP advocates that school psychologists engage in supervision to promote their own professional growth and exemplary professional practices. The supervised experiences may occur as part of a planned and sequential program on the job or in settings outside the school psychologist's regular job setting. For CPD credit, the supervised experience should lead to professional growth and new knowledge and skills. One hour per month: Up to 10 CPD credits Two hours per month: Up to 20 CPD credits
Maximum credit	20 CPD credits
Required documentation	<i>Activity Documentation Form</i> signed by mentor or supervisor

## Category G: Program Planning and Evaluation

Credit allowances	Credit for program planning and evaluation may be claimed when planning, implementing, and evaluating a new program, but not for maintenance and evaluation of an ongoing program. One hour of participation: 1 CPD credit
Maximum credit	25 CPD credits
Required documentation	<i>Activity Documentation Form</i>

## Category H: Self-Study

Credit allowances	Two types of self-study are appropriate for CPD credit: <i>Formal structured programs</i> are self study programs developed and published to provide training in specific knowledge or skill areas, including, for example, NASP online modules. A test is typically given at the end of the program and often a certificate of completion is issued. This could also include a course taken on the Internet. <i>Informal self-study</i> involves systematically studying a topic of interest by reviewing the literature and becoming familiar with the available resources. Included in this category are the reading of books, journals, and manuals. One hour of participation in either type: 1 CPD credit
Maximum credit	25 CPD credits
Required documentation	Certificate of completion or <i>Activity Documentation Form</i> (listing at least four resources used for each informal self-study topic)

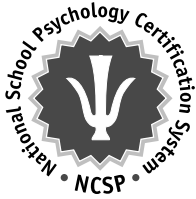
## Category I: Professional Organization Leadership

Credit allowances	A school psychologist may earn CPD credit for holding a position in a local, state, or national professional school psychology organization. Officer, board position, committee chair: 5 CPD credits per position
Maximum credit	A maximum 10 CPD credits are allowed every three years.
Required documentation	<i>Activity Documentation Form</i>

## SUMMARY OF CPD CREDIT ALLOWANCES AND CEILINGS

In addition to adhering to the guidelines for documenting CPD activities, **NCSPs must also meet the Ethical Practice and Legal Regulation of School Psychology and NASP- or APA-Approved Provider Requirements.** Those requirements may be met within any appropriate CPD category activity and documented as described below.

Activity Category	CPD Credit Allowances	Maximum Credit per Renewal Period	Required Documentation
<b>A.</b> Workshops, Conferences, Inservice Training	One hour: 1 CPD credit	None	Certificate of attendance or <i>Activity Documentation Form (ADF)</i>
<b>B.</b> College and University Coursework	One semester credit hour: 15 CPD credits One quarter credit hour: 10 CPD credits	None	Official transcript
<b>C.</b> Training and Inservice Activities	One hour of development and presentation: 1 CPD credit	Credit may only be claimed the first time content is presented. Maximum of 30 CPD credits.	Program flyer, syllabus, or <i>ADF</i>
<b>D.</b> Research and Publications	Actual hours, up to maximum specified per project	Empirical research: Up to 10 CPD credits per project Professional publication: Up to 5 CPD credits per project Maximum per renewal period: 25 CPD credits	<i>ADF</i>
<b>E.</b> Supervision of Graduate Students	Supervision of one intern: Up to 10 CPD credits per academic year Supervision of one practicum student: Up to 5 CPD credits per semester	20 CPD credits	<i>ADF</i>
<b>F.</b> Supervised Experience	One hour per month: Up to 10 CPD credits Two hours per month: Up to 20 CPDcredits	20 CPD credits	<i>ADF</i> signed by mentor or supervisor
<b>G.</b> Program Planning and Evaluation	One hour of participation: 1 CPD credit	25 CPD credits	<i>ADF</i>
<b>H.</b> Self-Study	One hour of participation: 1 CPD credit	25 CPD credits	Certificate of completion or <i>ADF</i>
<b>I.</b> Professional Organization Leadership	Officer, board member, committee chair: 5 CPD credits per position	10 CPD credits	<i>ADF</i>



# ACTIVITY DOCUMENTATION FORM

Account or Member # \_\_\_\_\_

National Association of School Psychologists  
4340 East West Highway, Suite 402, Bethesda, MD 20814  
phone: (301) 657-0270 • fax: (301) 657-0275 • e-mail: cert@naspweb.org

**INSTRUCTIONS:** This form is used to document CPD activities as outlined in the *Summary of CPD Credit Allowances and Ceilings* table. A separate form must be used for each activity.

Name \_\_\_\_\_ Certification # \_\_\_\_\_

Preferred Phone \_\_\_\_\_ E-mail \_\_\_\_\_

Title of Activity \_\_\_\_\_

Date(s) of Activity \_\_\_\_\_ Sponsor \_\_\_\_\_

Description of Activity \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Type of Activity \_\_\_\_\_

Actual Number of Clock Hours of Participation \_\_\_\_\_

CPD Credits Earned (See *Summary of CPD Credit Allowances and Ceilings* table) \_\_\_\_\_

Supervisor Signature (if required) \_\_\_\_\_

**I affirm that this activity merits CPD credit in that it meets the following criteria:**

1. This activity enhanced my professional skills and/or added to my knowledge base.
2. This activity was relevant to the professional practice of school psychology.
3. This activity is within my personal plan for continuing professional development.
4. This activity exceeded the ordinary aspects of my employment.

The activities reported on this form reflect actual activities in which I participated. I understand that falsification of this information is an ethical violation and may result in my being ineligible for future certification, and/or legal actions may be taken against me.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Reproduce This Form as Needed and Retain for Your Records**