

Welcome to the Mandatory Continuing Education for Psychologists (MCEP) Accreditation Program

Thank you for your interest in becoming an MCEP provider. Because California's system is markedly different from the professional education programs in other states, we expect that you will have a lot of questions. Hopefully, you will be able to find the answers in the accompanying material, the MCEP Criteria and Policy (C&P) manual. If not, take heart – we're only a toll-free phone call away.

One of the reasons the MCEP program is different is that it was created by the California Board of Psychology to benefit and protect the consumer of psychological services and to improve the quality of professional development for psychologists. Here are some things that will be helpful for you to know before you begin the provider application process:

More than 15,000 psychologists in California renew their license to practice every two years and must earn 36 approved hours of CE credit in order to accomplish this task. Our accrediting agency keeps individual educational records for each and every licensed California psychologist based on attendance information from approved MCEP providers and/or individual reports from psychologists (to record APA or CME accredited hours). This information provides the basis for our agency to confirm the compliance of the continuing education requirement to the Board of Psychology upon the anniversary of each psychologist's license renewal.

The MCEP program is neither funded nor managed by the state licensing board. While it is based on state regulations created by the Board of Psychology, MCEP is a fee-for-service program administered by the California Psychological Association (CPA), a non-profit organization that has been given the responsibility and authority to oversee this agency. If you would like more information about the history of the MCEP laws and regulations or how CPA administers the accrediting agency, please refer to the introduction in the C&P manual.

Please remember, we want to assist you in becoming a successful MCEP Provider. There is a two-step process required in order to offer courses for MCEP credit. FIRST you must become an approved MCEP provider. SECOND, each course you offer must be reviewed and approved in advance before offering it for MCEP credit. Course review and approval is the cornerstone of the California Board of Psychology's CE philosophy.

The Criteria and Policy Manual is a wealth of information. It contains a copy of the BOP regulations, samples of all of the forms that you will need and a step-by-step guide to completing both the provider and course applications. We strongly recommend that you read the "How To Use This Manual" Section before you begin to fill out the provider and/or course applications.

The first section of the Criteria and Policy Manual explains the procedures for filling out and submitting Provider and Course applications. The remainder of the manual is composed of Appendices which includes detailed information on Board of Psychology

Regulations, special guidelines for distance learning, conference application guidelines and many more useful sections.

The review process consists of our office forwarding copies of your course application(s) to at least two independent licensed psychologist reviewers. Because of that, the accrediting agency requests that you always submit three complete copies of your initial course application(s) and all supporting materials.

Distance learning courses are processed much like any traditional course. The application process is the same, but your organization must respond to additional questions and requirements that account for the differences between distance learning and traditional courses. FYI: The additional questions follow the American Psychological Association's treatment of distance learning courses as closely as possible. We are sure to encounter many new and interesting variations of distance learning in the future, given all of the new technologies being developed, so call us if you have any questions about our distance learning policy and its requirements.

The Conference Guide was written to give specific instructions to those organizations submitting conference applications for MCE approval, and includes samples for structuring the application and supporting materials. Your careful following of these guidelines is important. Applications that follow these guidelines will be reviewed first, along with regular course applications. Conference applications that do not follow the guidelines may receive a lower priority which could result in the review of the application being delayed or the application being returned to the provider.

Please take the time to read, highlight or underline relevant sections of this manual. If, after reviewing the manual you still have questions about the application or the approval process, PLEASE call us using the MCEP Provider Assistance line at: **(800) 439-4272** and ask for Patricia VanWoerkom at **extension 101** or Ann Gustafson at **extension 102**.

*Thank you for contributing to the professional development opportunities
for California psychologists!!!*