

Common Reasons for MCE Hour Discrepancies On Psychologist's Educational Records

1. The MCEP Provider did not report your attendance.

Providers have 6 weeks from the end of the course report and most do report promptly. If the course ended **less than two months ago** and you have a certificate with an MCEP course approval number, you need do nothing. Your educational records will be automatically updated and your complete hours will be reported to the Board of Psychology. If you wish to confirm this, you can request an updated copy of your educational record by phone, fax, e-mail or through our web site

If it has been more than two months from the time the course ended and the course does not appear on your educational record, then **you will need to contact the provider directly** to determine why you have not been reported. It may be as simple as they do not have a correct license number for you in their records. The regulations require that the provider must do the reporting so we are, unfortunately, unable to take the direct report from you. In the rare case that a provider is unresponsive, please notify us and we will also work with the provider.

2. You did not report eligible APA or ABPP coursework.

You may not be aware that you need to report courses that are recognized by the Board of Psychology, but not approved through the Accrediting Agency, by using an MCEP Credit Reporting Form. The Reporting Form is readily available on CPA's website (cpapsych.org) or one can be mailed or faxed to you by calling the Accrediting Agency at (916) 286-7980. There is a required fee associated with filing this report. Courses that you need to report are:

- Those provided by American Psychological Association (APA) Approved CE Sponsors;
- Continuing Medical Education (CME) courses specifically applicable and pertinent to the practice of psychology and that are accredited by the California Medical Association (CMA) or the Accreditation Council for Continuing Medical Education (ACCME); **Note:** Unfortunately, ACCME Courses taken between January 1, 2004 and December 31, 2005 will NOT be counted.
- Those sponsored by the Academies of the specialty boards of the American Board of Professional Psychology (ABPP).

Do not use the MCEP Credit Reporting Form to report courses that have an MCEP course approval number on your certificate. MCEP approved courses are reported for you by the provider. The attendance certificate will clearly indicate an MCEP course approval number if one exists.

3. An error in data entry.

If the provider has confirmed they have reported your attendance to the Accrediting Agency, please send us a copy of your attendance certificate with a note stating that you have contacted the provider and confirmed the initial reporting. We will research the records, work with the provider, and get back to you.

All of these situations are easily corrected. Please include your license number when you contact us, whether by website, phone, mail, or fax, to speed the process of verification and corrected reporting to the Board. The Board of Psychology supplies us with your official mailing address, but we do not have access to either your phone or fax numbers. If you supply these, we will be able to communicate with you more quickly. However, the fastest way to contact us is through our website at **www.cpapsych.org**.