



RENEWAL FAQs

The Virginia Board of Counseling has implemented an initiative to “**Go Green**” which requires licensees, certification holders and registrants to **renew online**. **PAPER RENEWAL NOTICES ARE NO LONGER MAILED BY THE BOARD**. Email renewal notices will be sent to all licensees at least 45-60 days prior to the renewal deadline.

1. Whom do I contact if I am having difficulties with the online renewal system?

If you have technical difficulties renewing your license through the online system, call (804)-367-4444. The Health Professions Call Center is available to assist you Monday through Friday from 8:15 a.m. to 5:00 p.m., Eastern Time or by email at CallCenter@dhp.virginia.gov.

2. What are the types of statuses available for my license, certification or registration?

- *ACTIVE*: This status allows for practice in the state of Virginia.
- *INACTIVE*: This status does not allow practice in the state of Virginia. (not available for CSOTP)
- *EXPIRED*: If no payment is received by your expiration date, the licensure status will automatically be changed to EXPIRED.

3. When are licenses or certifications renewed?

All licensees and certifications are required to renew June 30th of each year. To verify your expiration date enter your information on [License Lookup](#).

The continuing competency hour requirement must be completed between July 1st and June 30th immediately preceding an annual renewal cycle (June 30, 20XX). You will be required to attest that you have met the continuing competency requirements. Falsification on the renewal form is a violation of law and may subject you to disciplinary action.

4. Is there a “retired” status?

No, the Virginia Board of Psychology does not offer a “retired” status. Please see the above listed question for types of statuses.

5. What is the fees to renew my license?

A **fee chart** can be found on our website under “Fees”.

6. Is there a “grace period” if I do not renew my license or certification prior to the expiration date?

No, a late fee will be automatically added to your account and cannot be waived.

7. Can I renew early?

A license, certifications and registrations can only be renewed 45-60 days prior to the expiration date. Early renewal for military deployment may be considered by calling (804) 367-4697.

8. How do I renew my license?

The Board will **email** all renewal notices and Personal Identification Number (PIN) number approximately 45-60 days prior to the expiration date. Please make sure that your email address is up-to-date.

You should renew your license [Online](#) no later than the expiration date to avoid a late fee.

If you have not received your renewal notice and PIN 30 days prior to your expiration date, please call or email the Board of Psychology at (804) 367-4697 or psy@dhp.virginia.gov or email the Health Professions Call Center at CallCenter@dhp.virginia.gov. Please provide the following information in your request:

- Full Name
- 10-digit Virginia License Number
- Date of Birth
- Last 4 Digits of Social Security Number

9. How do I notify the board office of an address change and/or name change?

You can update your address at any time by logging on to the [Online Licensing system](#) . You can also visit the [Update Your Information](#) page on the Board's website for the required the link to the form to change your name or address. Please note that you cannot change your name online.

Any change in the address of record or the public address, if different from the address of record, must be furnished to the board within 60 days of such change.

10. I renewed my license but have not received it in the mail, when will I received my license or certification?

The Board of Psychology has ceased mailing hard-copy licenses, certifications, and registrations following renewal. During the 2019 renewal, a final hard copy was issued that contained no expiration date. This final copy should be maintained, carried, or posted in accordance with relevant applicable laws and regulations. State health regulatory boards, employers, insurance providers and citizens seeking verification of current licensure status in the Commonwealth of Virginia may obtain this information via [License Lookup](#). Licenses and certifications issued after January 1, 2019 were issued a final license or certification at the time of approval.

A replacement or duplicate of a final hard-copy license or certification may be requested through an individual [online account](#).

11. What if I didn't receive my renewal notice?

You should contact the Board office at (804) 367-4697 or by email at psy@dhp.virginia.gov if you have not received your renewal notice 30 days prior to your expiration date. Failure to receive a renewal notice from the board shall not relieve the licensee or certification holder from the renewal requirement

12. If my licensure status is "inactive," do I have to renew?

Yes, in order to keep your license in “inactive” status, you must renew your license by the deadline. No person shall practice clinically in Virginia unless one holds a current active license. A licensee who has placed themselves in inactive status may become active by fulfilling the reactivation requirements set forth in the Regulations.

13. How many hours of continuing education are required for renewal?

Licensees are required to complete a minimum of 14 hours of board-approved continuing education courses each year for annual licensure renewal. A minimum of 1.5 of these hours must be in courses that emphasize the ethics, laws, and regulations governing the profession of psychology, including the standards of practice set out in 18VAC125-20-150.

CSOTP are required to complete six (6) hours of continuing education in topics related to the provision of sex offender treatment. Hours of continuing education used to satisfy the renewal requirements for another license may be used to satisfy the six-hour requirement for sex offender treatment provider certification, provided it was related to the provision of sex offender treatment.

You will **not** be required to submit your CEs to the Board unless you are audited following the renewal period.

14. How do I know if my CEs are approved before I complete the activity?

Please refer to Regulations for the requirements of continued education (CE) on the [Laws and Regulations](#) page. Please be aware that Board staff cannot pre-approve any CE courses. Each licensee or certification holder must use their best and professional judgment to determine if the course meets the requirements outlined in the regulations.

15. Must all continuing education courses be face-to-face?

No. At least six of the required hours must be earned in face-to-face or real-time interactive educational experiences. Real-time interactive includes a course in which the learner has the opportunity to interact with the presenter during the time of the presentation. (Zoom, WebEx or any video conferencing platforms can be considered as real-time interactive educational experience.)

16. Is there a requirement for a course in ethics for licensees?

Yes, a minimum of 1.5 hours must be in courses that emphasize the ethics, standards of practice or laws governing the profession of psychology in Virginia.

17. May I carry over hours of continuing education (“CE”) for the next renewal period?

Yes, a licensee who completes continuing education hours in excess of the 14 hours may carry up to seven hours of continuing education credit forward to meet the requirements for the next annual renewal cycle.

18. Do I need to submit my CE documentation to the Board for renewal?

No, you must maintain this information in your records for a period of four (4) years following renewal. The Board may conduct an audit to verify compliance with the requirement for that renewal period. If selected, you will be notified by mail to provide evidence that you have completed the required continuing education hours.

19. What kind of continuing education hours will count?

Courses must be directly related to the scope of practice in the category of licensure held. Continuing education courses for clinical psychologists shall emphasize, but not be limited to, the diagnosis, treatment and care of patients with moderate and severe mental disorders.

“Course” means an organized program of study, classroom experience or similar educational experience that is directly related to the practice of psychology and is provided by a board-approved provider that meets the criteria specified in section 18 VAC 125-20-122.

The board may also approve up to four (4) hours per renewal cycle for specific educational experiences to include:

- a. Preparation for or presentation of a continuing education program, seminar, workshop or course offered by an approved provider and directly related to the practice of psychology. Hours may only be credited one time, regardless of the number of times the presentation is given, and may not be credited toward the face-to-face requirement.
- b. Publication of an article or book in a recognized publication directly related to the practice of psychology. Hours may only be credited one time, regardless of the number of times the writing is published, and may not be credited toward the face-to-face requirement

The board may approve up to two hours per renewal cycle for membership on a state licensing board in psychology.

For CSOTPs, continuing education must be in topics related to the provision of sex offender treatment.

20. Who can provide continuing education hours?

The following organizations, associations or institutions are approved by the board to provide continuing education for licensees:

1. Any psychological association recognized by the profession or providers approved by such an association.
2. Any association or organization of mental health, health or psychoeducational providers recognized by the profession or providers approved by such an association or organization.
3. Any association or organization providing courses related to forensic psychology recognized by the profession or providers approved by such an association or organization.
4. Any regionally accredited institution of higher learning. A maximum of 14 hours will be accepted for each academic course directly related to the practice of psychology.
5. Any governmental agency or facility that offers mental health, health or psychoeducational services.
6. Any licensed hospital or facility that offers mental health, health or psychoeducational services.
7. Any association or organization that has been approved as a continuing competency provider by a psychology board in another state or jurisdiction.

Continuing education providers listed above must:

1. Maintain documentation of the course titles and objectives and of licensee attendance and completion of courses for a period of four years.
2. Monitor attendance at classroom or similar face-to-face educational experiences.
3. Provide a certificate of completion for licensees who successfully complete a course.

For CSOTPs, continuing education must be offered by a sponsor or provider approved by:

1. Virginia Board of Social Work;
2. Virginia Board of Psychology;
3. Virginia Board of Counseling;
4. Virginia Board of Nursing;
5. Virginia Board of Medicine; or
6. Association for the Treatment of Sexual Abusers or one of its state chapters.

21. How do I request inactive licensure?

Any licensee who holds a current, unrestricted license in Virginia may change to inactive status by completing and mailing the [Request for Change in Status - Current Active to Current Inactive](#) or by choosing to change their status during renewal to inactive and paying the inactive status fee. Please contact the board office at (804) 367-4697 with any questions.

22. What if I am newly licensed? Do I have to obtain CE hours before my first renewal?

Newly licensed individuals who were licensed by examination are not required to document continuing education on the first renewal date following initial licensure, however, you are required to renew your license by the June 30th deadline. (Those who applied by endorsement are required to complete continuing education on their first renewal)

Newly certified CSOTP are required to complete continuing education requirements for the first renewal following initial certification.

23. I am an active duty service person or spouse and am deployed outside the U.S. Can I request an extension for renewal?

Yes, Virginia law allows active duty service people or their spouses who are deployed outside the U.S. to have an extension of time for any requirement or fee pertaining to renewal until 60 days after the person's return from deployment. The extension cannot last beyond 5 years past the expiration date for the license. For more information, please read the [attached policy](#) and contact the applicable board for your license.

24. What if I can't renew my license online, or I don't have a debit/credit card?

You may request a paper renewal online at <https://www.dhp.virginia.gov/paper/>. The form will be sent by U.S. Mail to the address of record. If you believe that your address of record is incorrect, please see the above question on how to notify the board office of an address change.

25. How will licensees and CSOTPs verify that they completed their continuing education requirements for 2020?

Licensees and certificate holders will be required to completed and attest at renewal that they have completed both the 2020 and 2021 continuing education prior to June 30, 2021.

26. What if I become ill or incapacitated and unable to complete my continuing competency requirements prior to renewal?

Upon written request from a licensee prior to the renewal date explaining the circumstances, the Board may grant an extension or exemption for all or part of the required hours.