

Behavioral Sciences Regulatory Board
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David B. Fye, JD, Executive Director

Laura Kelly, Governor

Request for Additional Time to Complete Continuing Education Hours

Legal Name: _____
Last First Middle

License type, License number, and Expiration Date: _____

All licensees under the Behavioral Sciences Regulatory Board are required by law to complete necessary continuing education hours **PRIOR** to renewing their professional licenses. Under recently enacted 2023 Sub. for SB 131, a licensee who is unable to complete the required continuing education hours for license renewal may request additional time to complete any remaining continuing education hours. Such request shall be made to the Board no later than 30 calendar days prior to the expiration of the license and shall include:

- (1) The reason for requesting additional time, showing **extenuating circumstances** for why the hours could not be completed during the license period; and
- (2) A plan outlining the manner in which the licensee intends to complete the remaining continuing education hours.

The definition of “***Extenuating circumstances***” means “*any condition or situation **caused by events beyond an individual's control** that is sufficiently **extreme** in nature to result in the:*

- (1) *Individual's inability to comply with requirements; or*
- (2) *inadvisability of requiring the individual to comply with requirements.”*

Please provide information in a separate document, including the “***extenuating circumstances***” that were caused by events beyond your control that were sufficiently extreme in nature that will prevent you from completing your continuing education hours prior to the date of the expiration of your license.

Please provide information in a separate document, including your proposed plan, outlining the manner in which you intend to complete the remaining continuing education hours.

ATTESTATION:

Please check “yes” or “no” for the following statements:

I understand that, **if the Board grants my request and provides approval for up to three (3) additional months beyond the license expiration date to complete the required continuing education hours**, I will:

- (1) Renew my license, prior to the original license expiration date and report to the Board the number of continuing education hours completed on such date. Yes _____ No _____
- (2) Notify the Board upon completing the remaining continuing education hours. Yes _____ No _____
- (3) Be audited by the Board for the total number of continuing education hours completed for the applicable license period. Yes _____ No _____

I understand that continuing education hours completed during additional time granted under this provision shall be credited only toward the requirements for the license period for which additional time is granted. Yes _____ No _____

I understand that I will not be approved for additional time to complete continuing education requirements in consecutive license periods. Yes _____ No _____

I understand that the approval of additional time does **not** extend the expiration date of my license, but only allows additional time to complete continuing education hours. Yes _____ No _____

I understand in signing this document I am attesting that the aforementioned information is accurate. I understand that upon proof of fraud, deceit, or any other act of unprofessional conduct, the Board may suspend, limit, revoke or refuse to renew my license.

Signature: _____ Date: _____