

2014 Renewal for Certification as a Certified Health Service Provider in Psychology

You **must** renew the psychology license at the same time you renew the Certification for a Certified Health Service Provider.

| | |
|-----------------|--|
| HSP License No. | |
| Last Name | |
| First Name | |

Step Two - What is the renewal fee and when is it due?

- The renewal fee is \$60. Check or money order must be payable to the Iowa Board of Psychology.
- You are responsible for submitting a completed, accurate renewal application and renewal fee before the license expiration date of June 30. The board office strongly suggests the application and fee be postmarked on or before June 1.
- Your renewal **must** include: (1) the completed renewal application (this form), and (2) the renewal fee.

When is the late fee due?

- To avoid the late fee, this completed application **must be** postmarked by the certification expiration date of June 30.
- The most recent postmark will determine whether the renewal application is late. This is true even if the application was initially postmarked prior to the certification expiration date.
- A \$60 late fee plus the \$60 renewal fee are required on all applications postmarked in the grace period: "**Grace period**" means the 30-day period following expiration of a license when the license is still considered to be active; July 1 through July 30. In order to renew a license during the grace period, a licensee is required to pay the \$60.00 late fee.
- Renewal applications postmarked after the "**Grace period**" will not be processed. The certification will automatically be placed on inactive status.

Inactive Certification

- A licensee who fails to renew the certification by the end of the "**Grace period**" has an inactive certification. A licensee whose certification is inactive continues to hold the privilege of licensure in Iowa, but may not practice as a health service provider in psychology in Iowa until the certification is reactivated.
- Reactivation must be completed and approved to regain active license status: <https://ibplicense.iowa.gov>

Processing

- Allow four weeks to process the paper renewal. Once approved, a new wallet card will be sent to you.
- To receive a paper copy of the current Iowa Law and Administrative Rules include an additional \$5.00. To view the current Iowa Law and Administrative Rules online, go to www.idph.state.ia.us/licensure/Psychology.aspx?pg=Laws

Step Three - Please Read and Sign.

I certify that I have carefully read the questions on this application and have answered them completely and truthfully. I declare under penalty of perjury that my answers, and all other statements or information submitted by me in this application process, are true and correct. If it is determined at any time that I have provided misleading or false information on or in support of this application, I understand that my certification may be subject to disciplinary action and criminal prosecution.

I also understand that this application is a public record in accordance with Iowa Code chapter 22 and that application information is public information, subject to the exceptions contained in Iowa law. Finally, in submitting this application, I consent to any reasonable inquiry that may be necessary to verify the information I have provided on, or in conjunction with, this application.

Licensee sign here

Date