

DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS

DIRECTOR'S OFFICE

PSYCHOLOGY - GENERAL RULES

(By authority conferred on the director of the department of licensing and regulatory affairs by sections 16145, 16148, 18201, 18223, and 18233 of the public health code, 1978 PA 368, MCL 333.16145, 333.16148, 333.18201, 333.18223, and 333.18233, and Executive Reorganization Order Nos. 1991-9, 1996-2, 2003-1, and 2011-4, MCL 338.3501, 445.2001, 445.2011, and 445.2030)

R 338.2501 Rescinded.

History: 1979 AC; 2005 AACS; 2015 AACS.

R 338.2502 Rescinded.

History: 1979 AC; 2015 AACS.

R 338.2503 Rescinded.

History: 1979 AC; 2001 AACS; 2003 AACS; 2007 AACS.

R 338.2504 Rescinded.

History: 1979 AC; 1992 AACS; 2003 AACS; 2015 AACS.

R 338.2505 Rescinded.

History: 1979 AC; 2003 AACS; 2007 AACS; 2015 AACS.

R 338.2505a Rescinded.

History: 2007 AACS; 2015 AACS.

R 338.2506 Rescinded.

History: 1979 AC; 1982 AACS; 2003 AACS; 2005 AACS; 2007 AACS; 2013 AACS; 2015 AACS.

R 338.2507 Rescinded.

History: 1979 AC; 1982 AACS; 2003 AACS; 2005 AACS; 2007 AACS; 2015 AACS.

R 338.2507a Rescinded.

History: 1982 AACS; 2003 AACS; 2005 AACS; 2015 AACS.

R 338.2508 Rescinded.

History: 1979 AC; 2003 AACS.

R 338.2509 Rescinded.

History: 1979 AC; 2003 AACS.

R 338.2510 Rescinded.

History: 1979 AC; 1982 AACS; 2003 AACS; 2005 AACS; 2015 AACS.

R 338.2510a Rescinded.

History: 2005 AACS; 2007 AACS; 2015 AACS.

R 338.2511 Rescinded.

History: 1979 AC; 1982 AACS; 2003 AACS; 2007 AACS; 2009 AACS; 2015 AACS.

R 338.2511a Rescinded.

History: 2001 AACS; 2015 AACS.

R 338.2512 Rescinded.

History: 1980 AACS; 1996 AACS.

R 338.2513 Rescinded.

History: 1982 AACS; 2015 AACS.

R 338.2514 Rescinded.

History: 1982 AACS; 2003 AACS; 2007 AACS; 2015 AACS.

R 338.2515 Rescinded.

History: 2007 AACS; 2015 AACS.

R 338.2516 Rescinded.

History: 2007 AACS; 2015 AACS.

PART 1. GENERAL PROVISIONS

R 338.2521 Definitions.

Rule 21. (1) As used in these rules:

- (a) "APA" means the American Psychological Association.
 - (b) "ASPPB" means the Association of State and Provincial Psychology Boards.
 - (c) "Board" means the Michigan board of psychology created under section 18221 of the code, MCL 333.18221.
 - (d) "Code" means the public health code, 1978 PA 368, MCL 333.1101 to 333.25211.
 - (e) "Department" means the department of licensing and regulatory affairs.
 - (f) "EPPP" means the Examination for Professional Practice in Psychology.
 - (g) "Extreme hardship" means economic, geographic, health, or other individual circumstances that impose an extraordinary level of hardship.
 - (h) "NACES" means the National Association of Credential Evaluation Services.
 - (i) "National Register" means the National Register of Health Service Psychologists.
 - (j) "Organized healthcare setting" means a clinic, hospital, institution, organization, organized governmental entity, nonprofit organization, or private agency engaged in the delivery of healthcare services that provides an opportunity for professional interaction and collaboration with other disciplines, an opportunity to utilize a variety of theories, and an opportunity to work with a broad range of populations and techniques.
 - (k) "PCSAS" means the Psychological Clinical Science Accreditation System.
- (2) A term defined in the code has the same meaning when used in these rules.

History: 2015 AACS; 2019 AACS; 2023 MR 11, Eff. June 8, 2023.

R 338.2523 Rescinded.

History: 2015 AACS; 2019 AACS; 2021 AACS.

R 338.2525 Training standards for identifying victims of human trafficking; requirements.

Rule 25. (1) Under section 16148 of the code, MCL 333.16148, the individual seeking licensure or that is licensed shall have completed training in identifying victims of human trafficking that satisfies the following standards:

(a) Training content must cover all the following:

(i) Understanding the types and venues of human trafficking in the United States.

(ii) Identifying victims of human trafficking in healthcare settings.

(iii) Identifying the warning signs of human trafficking in healthcare settings for adults and minors.

(iv) Identifying resources for reporting the suspected victims of human trafficking.

(b) Acceptable providers or methods of training include any of the following:

(i) Training offered by a nationally-recognized or state-recognized, health-related organization.

(ii) Training offered by, or in conjunction with, a state or federal agency.

(iii) Training obtained in an educational program approved for initial licensure, or by a college or university.

(iv) Reading an article related to the identification of victims of human trafficking that satisfies the requirements of subdivision (a) of this subrule and is published in a peer-reviewed journal, healthcare journal, or professional or scientific journal.

(c) Acceptable modalities of training include any of the following:

(i) Teleconference or webinar.

(ii) Online presentation.

(iii) Live presentation.

(iv) Printed or electronic media.

(2) The department may select and audit an individual and request documentation of proof of completion of training. If audited by the department, the individual shall provide an acceptable proof of completion of training, including either of the following:

(a) Proof of completion certificate issued by the training provider that includes the date, provider name, name of training, and individual's name.

(b) A self-certification statement by the individual. The certification statement must include the individual's name and 1 of the following:

(i) For training completed under subrule (1)(b)(i) to (iii) of this rule, the date, training provider name, and name of training.

(ii) For training completed under subrule (1)(b)(iv) of this rule, the title of the article, author, publication name of peer-reviewed journal, healthcare journal, or professional or scientific journal, and the date, volume, and issue of publication, as applicable.

(3) Under section 16148 of the code, MCL 333.16148, the requirements specified in subrule (1) of this rule apply for license renewals beginning with the 2017 renewal cycle and for initial licenses issued after March 30, 2022.

History: 2015 AACCS; 2019 AACCS; 2021 AACCS; 2023 MR 11, Eff. June 8, 2023.

R 338.2526 Telehealth.

Rule 26. (1) A licensee shall obtain consent for treatment before providing a telehealth service under section 16284 of the code, MCL 333.16284.

(2) A licensee shall keep proof of consent in the patient's up-to-date medical record and follow section 16213 of the code, MCL 333.16213.

(3) A licensee providing any telehealth service shall do both of the following:

(a) Act within the scope of the licensee's practice.

(b) Exercise the same standard of care applicable to a traditional, in-person health care service.

History: 2021 AACCS.

R 338.2527 Rescinded.

History: 2015 AACCS; 2019 AACCS.

R 338.2529 Accreditation; standards; adoption by reference.

Rule 29. (1) The standards for recognition of accrediting organizations developed and adopted by the Council for Higher Education Accreditation (CHEA), One Dupont Circle NW, Suite 510, Washington, D.C. 20036, in the publication titled "CHEA Standards and Procedures for Recognition," effective October 4, 2021, which are available at no cost on the council's website at <https://www.chea.org>, are approved and adopted by reference. If a higher education institution is accredited by the accrediting body of the region where the institution is located and the accrediting body satisfies the recognition standards of CHEA, the institution is approved.

(2) The criteria for recognition and the recognition process for the secretary's recognition of accrediting agencies of the United States Department of Education, Office of Postsecondary Education, 400 Maryland Avenue SW, Washington, D.C. 20202, in 34 CFR 602.10 to 602.39, effective July 1, 2020, which are available at no cost on the department's website at <https://www2.ed.gov/about/offices/list/ope/index.html>, are approved and adopted by reference. If a higher education institution is accredited by the accrediting body of the region where the institution is located and the accrediting body satisfies the recognition criteria and process of the United States Department of Education, the institution is approved.

(3) A provincially or territorially chartered Canadian university that is acceptable to the Canadian Psychological Association for the purpose of accrediting a doctoral educational program is substantially equivalent to an accredited educational institution that satisfies the standards adopted under subrule (1) or (2) of this rule. Any provincially or territorially chartered Canadian university that satisfies these requirements satisfies the qualifications for an approved educational program.

(4) Copies of the standards and criteria adopted by reference in subrules (1) and (2) of this rule are available for inspection and distribution at a cost of 10 cents per page from the Board of Psychology, Bureau of Professional Licensing, Department of Licensing and Regulatory Affairs, 611 West Ottawa Street, P.O. Box 30670, Lansing, Michigan 48909.

History: 2015 AACCS; 2019 AACCS; 2021 AACCS; 2023 MR 11, Eff. June 8, 2023.

PART 2. PSYCHOLOGISTS

R 338.2541 Program accreditation standards; psychologists; adoption of standards by reference; approved programs.

Rule 41. (1) The following criteria and standards for doctoral level psychology programs are adopted by reference:

(a) The designation criteria of the ASPPB and the National Register set forth in the publication titled "National Register Doctoral Degree Guidelines," which is available at no cost from the National Register's website at <https://www.nationalregister.org/apply/credentialing-requirements/national-register-doctoral-degree-guidelines/>.

(b) The accreditation guidelines and principles of the APA as set forth in the publication titled "Standards of Accreditation for Health Service Psychology," approved February, 2015, which is available at no cost from the association's website at <https://accreditation.apa.org/policies>.

(c) The accreditation standards of the Canadian Psychological Association (CPA) as set forth in the publication titled "Accreditation Standards and Procedures for Doctoral Programmes and Internships in Professional Psychology," 5th revision, 2011, which is available at no cost from the association's website at <https://cpa.ca/accreditation/resources/>.

(d) The accreditation standards of the PCSAS as set forth in the publication titled "Psychological Clinical Science Accreditation System Purpose, Organization, Policies, and Procedures," March 2022, which is available at no cost from the association's website at <https://www.pcsas.org/about/publications-and-links/>.

(2) A doctoral program in psychology, or a closely related field, which has obtained the National Register's and ASPPB's designation or that is accredited by either the APA, the CPA, or the PCSAS is approved.

(3) Copies of the standards and criteria adopted by reference in subrule (1) of this rule are available for inspection and distribution at a cost of 10 cents per page from the Board of Psychology, Bureau of Professional Licensing, Department of Licensing and Regulatory Affairs, 611 West Ottawa Street, P.O. Box 30670, Lansing, Michigan 48909.

History: 2015 AACCS; 2019 AACCS; 2021 AACCS; 2023 MR 11, Eff. June 8, 2023.

R 338.2543 Application for licensure; psychologist; requirements.

Rule 43. Except as provided under R 338.2549, an applicant for licensure under section 18223(1) of the code, MCL 333.18223, shall satisfy the requirements of the code and the rules promulgated under the code, as well as all the following requirements:

(a) Provide the required fee and a completed application on a form provided by the department.

(b) Provide proof, as directed by the department, verifying completion of a doctoral degree in psychology or in a closely related field. The degree must satisfy both of the following requirements:

(i) Be from a regionally accredited college, university, or institution that satisfies the standards under R 338.2529(1) or (2).

(ii) Be from a designated or accredited educational program that satisfies the standards under R 338.2541(1)(a), (b), (c), or (d).

(c) Provide proof, as directed by the department, verifying the completion of an internship that was an integrated part of a doctoral degree program that satisfies the requirements under subdivision (b) of this rule or a substantially equivalent postdoctoral internship as determined by the board. A post-degree internship may be approved by the board if the internship is through an accredited institution that satisfies the standards adopted under R 338.2529(1) or (2) and was completed for academic graduate credit. The post-degree internship must not be implemented before the board has approved it. A written, narrative request to the board for approval of a postdoctoral internship must include, at a minimum, the following information:

(i) An explanation of the reason the internship was not an integrated part of a doctoral degree program.

(ii) How the postdoctoral internship follows standards substantially equivalent to those required by the Association of Psychology Postdoctoral and Internship Centers (APPIC) at <https://www.appic.org/Internships/Internship-Membership-Criteria>.

(d) Provide proof, as directed by the department, verifying the completion of 1 year of postdoctoral degree experience in the practice of psychology that satisfies the requirements under R 338.2553(3).

(e) Provide proof, as directed by the department, verifying a passing score on the examination adopted under R 338.2545(1).

History: 2015 AACCS; 2019 AACCS; 2021 AACCS; 2023 MR 11, Eff. June 8, 2023.

R 338.2545 Examination; psychologist; approval and adoption; passing scores.

Rule 45. (1) An applicant for licensure shall pass the approved and adopted Part 1 – Knowledge of the EPPP developed by the ASPPB. The passing score for the examination is the score recommended by the ASPPB for psychologists in independent practice. Part 2-Skills of the EPPP is optional, and a passing score is not required.

(2) A limited licensed psychologist that took the examination required in subrule (1) of this rule and achieved a passing score at or above the score required for licensure as a psychologist satisfies the examination requirement under R 338.2543(e).

History: 2015 AACCS; 2019 AACCS; 2021 AACCS; 2023 MR 11, Eff. June 8, 2023.

R 338.2547 Psychologist examination; eligibility.

Rule 47. Except as provided under R 338.2549, to establish eligibility for the examination required under R 338.2545(1), an applicant shall satisfy both of the following requirements:

(a) Provide the required fee and a completed application on a form provided by the department.

(b) Provide proof, as directed by the department, verifying that the applicant satisfies the educational requirements under R 338.2543(b).

History: 2015 AACCS; 2019 AACCS; 2021 AACCS; 2023 MR 11, Eff. June 8, 2023.

R 338.2549 Foreign graduate of non-accredited postsecondary institution; psychologist examination; eligibility.

Rule 49. To establish eligibility for the examination required under R 338.2545(1), an applicant that graduated from a foreign, non-accredited postsecondary institution shall satisfy the requirements of the code and the rules promulgated under the code, as well as all the following requirements:

(a) Provide the required fee and a completed application on a form provided by the department.

(b) Provide proof, as directed by the department, verifying completion of a doctoral degree in psychology or a closely related field from an educational program that satisfies both of the following requirements:

(i) The degree was completed at an educational institution that is substantially equivalent to an accredited educational institution that satisfies the standards under R 338.2529(1) or (2).

(ii) The degree was completed in an educational program that is substantially equivalent to an accredited educational program that satisfies the standards under R 338.2541(1)(a), (b), (c), or (d).

(c) Provide proof, as directed by the department, verifying the satisfaction of the requirements under subdivision (b) of this rule that includes an evaluation of the applicant's non-accredited education by a credential evaluation agency that is a member of NACES.

History: 2015 AACCS; 2019 AACCS; 2021 AACCS; 2023 MR 11, Eff. June 8, 2023.

R 338.2551 Licensure by endorsement.

Rule 51. (1) An applicant for licensure by endorsement shall satisfy the requirements of the code and the rules promulgated under the code, as well as all the following requirements:

(a) Provide the required fee and a completed application on a form provided by the department.

(b) Provide proof, as directed by the department, verifying a current and full psychologist license to practice independently in another state or in a province of Canada.

(c) If the applicant is licensed as a psychologist to practice independently in a province in Canada, provide proof, as directed by the department, verifying that the applicant completed the educational requirements in Canada or in the United States for licensure as a psychologist to practice independently in Canada or in the United States.

(d) Provide proof, as directed by the department, verifying a passing score on the examination adopted under R 338.2545(1) to obtain licensure as a psychologist to practice independently in another state or in a province of Canada.

(2) An applicant that is or has been licensed, registered, or certified in a health profession or specialty by another state, the United States military, the federal government, or another country shall disclose that fact on the application form. The

applicant shall satisfy the requirements of section 16174(2) of the code, MCL 333.16174, including verification from the issuing entity showing that disciplinary proceedings are not pending against the applicant and sanctions are not in force at the time of application. If licensure is granted and it is determined that sanctions have been imposed, the disciplinary subcommittee may impose appropriate sanctions under section 16174(5) of the code, MCL 333.16174.

History: 2015 AACCS; 2019 AACCS; 2021 AACCS; 2023 MR 11, Eff. June 8, 2023.

R 338.2553 Application for educational limited license; postdoctoral experience; requirements; supervision.

Rule 53. (1) An individual shall obtain an educational limited license before engaging in the postdoctoral experience required under section 18223(1)(b) of the code, MCL 333.18223, and R 338.2543(d).

(2) An applicant for educational limited licensure, in addition to satisfying the requirements of the code and the rules promulgated under the code, shall satisfy both of the following requirements:

(a) Provide the required fee and a completed application on a form provided by the department.

(b) Provide proof, as directed by the department, verifying the applicant satisfies the educational requirements under R 338.2543(b).

(3) The postdoctoral experience must satisfy all the following requirements:

(a) The experience must consist of not less than 2,000 clock hours completed under the supervision of a licensed psychologist during a period of not more than 2 consecutive years.

(b) The supervisee shall meet individually and in-person or via 2-way real-time audiovisual technology that allows direct, contemporaneous interaction by sight and sound between the supervisor and the supervisee weekly for a minimum of 4 hours a month, during which all active work functions and records of the supervisee are reviewed.

(c) The supervisee shall function as a psychologist using generally accepted applications of psychological knowledge and techniques acquired during the supervisee's education and training.

(d) The experience must be acquired in an organized healthcare setting, as defined under R 338.2521(1)(j).

(4) In cases of extreme hardship, a supervisee may request an alternative to the supervision arrangement specified under subrule (3) of this rule. The alternative supervision arrangement must not be implemented before the board has approved it. In deciding whether to approve the proposed alternative supervision arrangement, the board shall consider the nature of the extreme hardship and the reasonableness of the proposed alternative supervision arrangement. A written, narrative request to the board for approval of an alternative to the supervision arrangement must include, at a minimum, the following information:

(a) The amount of clock hours currently completed.

(b) The amount of clock hours left to complete.

- (c) Whether a previous hardship request was made and, if so, the decision on the request.
- (d) The cause for the hardship.
- (e) Measures taken to remedy the hardship.
- (f) Whether the hardship still exists.
- (g) The names and addresses of all fully licensed psychologists the licensee contacted or attempted to contact, including number of times or attempts, or both.
- (h) The responses received from the fully licensed psychologists contacted.
- (i) The qualifications and experience of the proposed alternative supervisor.
- (5) An educational limited license must be issued for 1 year and may not be renewed more than 5 times.

History: 2015 AAC; 2019 AAC; 2021 AAC; 2023 MR 11, Eff. June 8, 2023.

R 338.2555 Relicensure; psychologist; educational limited license; requirements.

Rule 55. (1) An applicant whose psychologist license has lapsed may be relicensed within 3 years after the expiration date of the license under section 16201(3) of the code, MCL 333.16201, if the applicant satisfies the requirements of the code and the rules promulgated under the code, as well as all the following requirements:

- (a) Provides the required fee and a completed application on a form provided by the department.
- (b) Establishes good moral character as that term is defined in, and determined under, 1974 PA 381, MCL 338.41 to 338.47.
- (c) Provides proof, as directed by the department, verifying the accumulation of not less than 30 hours of continuing education that satisfies the requirements under R 338.2581 and R 338.2583 during the 2 years immediately before the date of the application for relicensure.

(2) An applicant whose psychologist license has lapsed may be relicensed more than 3 years after the expiration date of the license under section 16201(4) of the code, MCL 333.16201, if the applicant satisfies the requirements under the code and the rules promulgated under the code, as well as all the following requirements:

- (a) Provides the required fee and a completed application on a form provided by the department.
- (b) Establishes good moral character as that term is defined in, and determined under, 1974 PA 381, MCL 338.41 to 338.47.
- (c) Provides fingerprints as required under section 16174(3) of the code, MCL 333.16174.
- (d) Provides proof, as directed by the department, verifying the satisfaction of either of the following requirements:
 - (i) Successfully passing the examination required under R 338.2524(1) during the 2 years immediately before the date of the application for relicensure.
 - (ii) Verifying that the applicant was licensed as a psychologist to practice independently in another state or in a province of Canada during the 3-year period before the application for relicensure.

(3) Except as provided under R 338.2553(5), an applicant whose educational limited license has lapsed may be relicensed under section 16201(3) or (4) of the code, MCL 333.16201, if the applicant satisfies subrule (1)(a) and (b) of this rule.

(4) An applicant that is or has been licensed, registered, or certified in a health profession or specialty by another state, the United States military, the federal government, or another country shall disclose that fact on the application form. The applicant shall satisfy the requirements of section 16174(2) of the code, MCL 333.16174, including verification from the issuing entity showing that disciplinary proceedings are not pending against the applicant and sanctions are not in force at the time of application. If licensure is granted and it is determined that sanctions have been imposed, the disciplinary subcommittee may impose appropriate sanctions under section 16174(5) of the code, MCL 333.16174.

History: 2015 AACCS; 2019 AACCS; 2021 AACCS; 2023 MR 11, Eff. June 8, 2023.

PART 3. LIMITED LICENSED PSYCHOLOGISTS

R 338.2561 Application for licensure; limited licensed psychologist; requirements.

Rule 61. (1) Except as provided under R 338.2567, an applicant for limited licensure under section 18223(2) of the code, MCL 333.18223, shall satisfy the requirements of the code and the rules promulgated under the code, as well as all the following requirements:

(a) Provide the required fee and a completed application on a form provided by the department.

(b) Provide proof, as directed by the department, verifying completion of a master's degree in psychology from an accredited educational institution that satisfies the standards under R 338.2529(1) or (2). The degree required under this subdivision must satisfy all the following requirements:

(i) Be an integrated, organized sequence of study that includes not less than 1 course in assessment, 1 course in treatment, and 1 course in scientific and professional ethics and standards. Effective June 30, 2009, the course in scientific and professional ethics and standards must be not less than 3 semester hours or 15 hours of classroom instruction per semester hour. If an applicant graduated before June 30, 2009, and the master's degree included a graduate course in scientific and professional ethics of not less than 1 credit hour, the applicant has complied with this paragraph.

(ii) Seventy-five percent of the hours of the required course work must be primarily psychological in content. The thesis and practicum are excluded from what is considered course work. The board may require the applicant to provide material it determines is necessary to demonstrate the psychological content of a course. To be determined psychological in content, a course must satisfy at least 1 of the following requirements:

(A) The subject of the material taught is psychological.

(B) The course is taught in a psychology department.

(c) Provide proof, as directed by the department, verifying the completion of a practicum that satisfies all the following requirements:

(i) Was an integrated part of a master's degree program that satisfies the requirements under subdivision (b) of this subrule, or a substantially equivalent post master's degree

practicum as determined by the board. A post-degree practicum may be approved by the board if the practicum is through an accredited institution that satisfies the standards adopted under R 338.2529(1) or (2) and completed for academic graduate credit. The post-degree practicum must not be implemented before the board has approved it. A written, narrative request to the board for approval of a post master's degree practicum must include, at a minimum, the following information:

(A) An explanation of the reason the practicum was not an integrated part of a master's degree program.

(B) Why a practicum is being pursued post-degree instead of as an integrated part of the master's degree program.

(C) The name and address of the accredited institution offering the proposed practicum.

(D) The responsibilities the practicum requires.

(E) When the practicum is to take place and the hourly time commitment.

(F) How the practicum is to be supervised and by whom.

(G) The demographic makeup of the geographic area where the practicum is to take place.

(H) Whether others have utilized the practicum provider.

(ii) Required not less than 500 clock hours of psychological work.

(iii) The applicant was supervised by a psychologist that was licensed in this state, eligible for licensure in this state, or licensed or certified at the independent practice level in the state where the practicum took place.

(iv) The applicant met in-person or via 2-way real-time audiovisual technology that allowed direct, contemporaneous interaction by sight and sound between the supervisor and the supervisee for a minimum of 2 hours a week during the practicum.

(d) Provide proof, as directed by the department, verifying the completion of 1 year of post master's degree experience in the practice of psychology that satisfies the requirements under R 338.2569(4).

(e) Provide proof, as directed by the department, verifying a passing score on the examination adopted under R 338.2563.

(2) An applicant satisfies the requirements of subrule (1) of this rule if certified as a psychological examiner or eligible for certification as a psychological examiner under former 1959 PA 257 on or before September 30, 1978.

(3) An applicant that satisfies the requirements under R 338.2567 satisfies the requirements under subrule (1)(b) and (c) of this rule.

History: 2015 AACCS; 2019 AACCS; 2021 AACCS; 2023 MR 11, Eff. June 8, 2023.

R 338.2563 Examination; limited licensed psychologist; approval and adoption; passing scores.

Rule 63. An applicant for limited licensure under section 18223(2) of the code, MCL 333.18223, shall pass the approved and adopted Part 1-Knowledge of the EPPP developed by the ASPPB. The passing score for the examination is 350 for supervised practice. Part 2-Skills of the EPPP is optional, and a passing score is not required.

History: 2015 AACCS; 2019 AACCS; 2021 AACCS; 2023 MR 11, Eff. June 8, 2023.

R 338.2565 Limited licensed psychologist examination; eligibility.

Rule 65. Except as provided under R 338.2567, to establish eligibility for the examination required under R 338.2563, an applicant for limited licensure under section 18223(2) of the code, MCL 333.18223, shall satisfy both of the following requirements:

- (a) Provide the required fee and a completed application on a form provided by the department.
- (b) Provide proof, as directed by the department, verifying the applicant satisfies the requirements under R 338.2561(1)(b) and (c) or that the applicant satisfies the requirements under R 338.2561(2).

History: 2015 AACCS; 2019 AACCS; 2021 AACCS; 2023 MR 11, Eff. June 8, 2023.

R 338.2567 Foreign graduate of non-accredited postsecondary institution; limited licensed psychologist examination; eligibility.

Rule 67. (1) To establish eligibility for the examination required under R 338.2563, an applicant that graduated from a foreign, non-accredited postsecondary institution shall satisfy the requirements of the code and the rules promulgated under the code, as well as all the following requirements:

- (a) Provide the required fee and a completed application on a form provided by the department.
- (b) Provide proof, as directed by the department, verifying completion of a master's degree in psychology from an educational program that satisfies both of the following requirements:
 - (i) Was completed at an educational institution that is substantially equivalent to an accredited educational institution that satisfies the standards under R 338.2529(1) or (2).
 - (ii) Was completed in an educational program that is substantially equivalent to the requirements under R 338.2561(1)(b) and (c).
- (2) Proof, as directed by the department, verifying the satisfaction of the requirements under subrule (1)(b) of this rule must include an evaluation of the applicant's non-accredited education by a credential evaluation agency that is a member of NACES.

History: 2015 AACCS; 2019 AACCS; 2021 AACCS; 2023 MR 11, Eff. June 8, 2023.

R 338.2569 Application for temporary limited license for post-master's degree experience; requirements; supervision.

Rule 69. (1) A temporary limited license must be granted to either of the following applicants:

- (a) An individual described under section 18223(2) of the code, MCL 333.18223, for the purpose of obtaining the 1 year of postgraduate experience described under that section and R 338.2561(1)(d).
- (b) An individual that is enrolled in a doctoral degree program that satisfies the requirements under section 18223(1) of the code, MCL 333.18223, including both of the following requirements:

(i) Is offered in a regionally accredited college, university, or institution that satisfies the standards under R 338.2529(1) or (2).

(ii) Is a designated or accredited educational program that satisfies the standards under R 338.2541(1)(a), (b), (c), or (d).

(2) An applicant for temporary limited licensure shall satisfy the requirements of the code and the rules promulgated under the code, as well as both of the following requirements:

(a) Provide the required fee and a completed application on a form provided by the department.

(b) Provide proof, as directed by the department, verifying the applicant satisfies the following requirements, as applicable:

(i) If applying under subrule (1)(a) of this rule, verification that the applicant's educational program satisfies the requirements under R 338.2561(1)(b) and (c) or R 338.2567.

(ii) If applying under subrule (1)(b) of this rule, verification that the applicant's educational program satisfies the requirements under R 338.2529(1) or (2) and R 338.2541(1)(a), (b), (c), or (d).

(3) An applicant that is granted a temporary limited license to complete the post-master's degree experience may take the examination approved under R 338.2563.

(4) The post-master's degree experience must satisfy all the following requirements:

(a) The experience must consist of not less than 2,000 clock hours completed under the supervision of a licensed psychologist.

(b) The supervisee shall meet individually and in-person or via 2-way real-time audiovisual technology that allows direct, contemporaneous interaction by sight and sound between the supervisor and the supervisee weekly for a minimum of 4 hours a month, during which all active work functions and records of the supervisee are reviewed.

(c) The supervisee shall function as a psychologist using generally accepted applications of psychological knowledge and techniques acquired during the supervisee's education and training.

(d) The experience must be acquired in an organized healthcare setting, as defined under R 338.2521(1)(j).

(5) In cases of extreme hardship, a supervisee may request an alternative to the supervision arrangement specified under subrule (4) of this rule. The alternative supervision arrangement must not be implemented before the board has approved it. In deciding whether to approve the proposed alternative supervision arrangement, the board shall consider the nature of the extreme hardship and the reasonableness of the proposed alternative supervision agreement. A written, narrative request to the board for approval of an alternative to the supervision arrangement must include, at a minimum, the following information:

(a) The amount of clock hours currently completed.

(b) The amount of clock hours left to complete.

(c) Whether a hardship request was made and, if so, the decision on the previous request.

(d) The cause for the hardship.

(e) Measures taken to remedy the hardship.

- (f) Whether the hardship still exists.
- (g) The names and addresses of all fully licensed psychologists the licensee contacted or attempted to contact, including number of times, or attempts, or both.
- (h) The responses received from the fully licensed psychologists contacted.
- (i) The qualifications and experience of the proposed alternative supervisor.

History: 2015 AACCS; 2019 AACCS; 2021 AACCS; 2023 MR 11, Eff. June 8, 2023.

R 338.2571 Supervision requirements; reporting of supervision.

Rule 71. (1) An individual that is granted a limited license under section 18223(2) of the code, MCL 333.18223, and is required to be supervised by a licensed psychologist shall satisfy all the following requirements:

(a) A licensee that has less than 10 years of experience as a limited licensed psychologist, excluding experience as a temporary limited licensed psychologist, shall meet individually and in-person or via 2-way real-time audiovisual technology that allows direct, contemporaneous interaction by sight and sound between the supervisor and the supervisee for a minimum of 2 hours a month.

(b) A licensee that has 10 or more years of experience as a limited licensed psychologist, excluding experience as a temporary limited licensed psychologist, shall meet individually and in-person or via 2-way real-time audiovisual technology that allows direct, contemporaneous interaction by sight and sound between the supervisor and the supervisee for a minimum of 1 hour a month.

(2) A licensee that seeks a variance from the supervision requirement described in subrule (1) of this rule shall provide a request for a variance to the board for consideration. Reasons for a possible variance include, but are not limited to, issues regarding physical disability, extended absence from practice, or geographical hardships. A variance must not be implemented without the written permission of the board. A written, narrative request to the board for approval of an alternative to the supervision arrangement must include, at a minimum, the following information:

- (a) The details of the variance, and the reason the variance is being requested.
- (b) The underlying cause of the need for a variance.
- (c) Whether a previous variance request was made and, if so, the previous decision.
- (d) The demographic makeup of the surrounding geographic area.
- (e) The number of fully licensed psychologists within a 50-mile radius from home and work.
- (f) The names and addresses of all fully licensed psychologists the licensee contacted or attempted to contact, including number of times or attempts, or both.
- (g) The responses received from the fully licensed psychologists contacted.

History: 2015 AACCS; 2019 AACCS; 2021 AACCS; 2023 MR 11, Eff. June 8, 2023.

R 338.2573 Relicensure; limited licensed psychologist; requirements.

Rule 73. (1) An applicant whose limited license has lapsed may be relicensed within 3 years after the expiration date of the license under section 16201(3) of the code, MCL

333.16201, if the applicant satisfies the requirements of the code and the rules promulgated under the code, as well as all the following requirements:

(a) Provides the required fee and a completed application on a form provided by the department.

(b) Establishes good moral character as that term is defined in, and determined under, 1974 PA 381, MCL 338.41 to MCL 338.47.

(c) Provides proof, as directed by the department, verifying the accumulation of not less than 30 hours of continuing education that satisfies the requirements under R 338.2581 and R 338.2583 during the 2 years immediately before the date of the application for relicensure.

(2) An applicant whose limited license has lapsed may be relicensed more than 3 years after the expiration date of the license under section 16201(4) of the code, MCL 333.16201, if the applicant satisfies the requirements under the code and the rules promulgated under the code, as well as all the following requirements:

(a) Provides the required fee and a completed application on a form provided by the department.

(b) Establishes good moral character as that term is defined in, and determined under, 1974 PA 381, MCL 338.41 to 338.47.

(c) Provides fingerprints as required under section 16174(3) of the code, MCL 333.16174.

(d) Provides proof, as directed by the department, verifying the satisfaction of either of the following requirements:

(i) Successfully passing the examination required under R 338.2563 during the 2 years immediately before the date of the application for relicensure.

(ii) Verifying that the applicant was licensed as a psychologist in another state during the 3-year period before the application for relicensure.

(3) An applicant that is or has been licensed, registered, or certified in a health profession or specialty by another state, the United States military, the federal government, or another country shall disclose that fact on the application form. The applicant shall satisfy the requirements of section 16174(2) of the code, MCL 333.16174, including verification from the issuing entity showing that disciplinary proceedings are not pending against the applicant and sanctions are not in force at the time of application. If licensure is granted and it is determined that sanctions have been imposed, the disciplinary subcommittee may impose appropriate sanctions under section 16174(5) of the code, MCL 333.16174.

History: 2015 AACCS; 2019 AACCS; 2021 AACCS; 2023 MR 11, Eff. June 8, 2023.

PART 4. CONTINUING EDUCATION

R 338.2581 License renewals; psychologist; limited licensed psychologist; requirements; applicability.

Rule 81. (1) An applicant for license renewal shall satisfy the requirements of the code and the rules promulgated under the code.

(2) An applicant for license renewal that has been licensed in the 2-year period immediately before the application for renewal shall accumulate not less than 30 hours of continuing education in activities approved under these rules during the 2 years immediately before the application for renewal.

(3) Submission of an application for renewal constitutes the applicant’s certification of compliance with the requirements of this rule. The licensee shall keep documentation of satisfying the requirements of this rule for 4 years after the date of applying for license renewal. Failure to satisfy this rule is a violation of section 16221(h) of the code, MCL 333.16221.

(4) The requirements of this rule do not apply to a licensee during the initial licensure cycle.

(5) The department shall receive a request for a waiver of continuing education requirements for the board’s consideration not less than 30 days before the last regularly scheduled board meeting before the expiration date of the license.

History: 2015 AACCS; 2019 AACCS; 2021 AACCS; 2023 MR 11, Eff. June 8, 2023.

R 338.2583 Acceptable continuing education; requirements; limitations.

Rule 83. (1) The 30 hours of continuing education required under R 338.2581(2) for the renewal of a psychologist license and a psychologist limited license must satisfy the following requirements, as applicable:

(a) No more than 12 hours of continuing education may be earned during one 24-hour period.

(b) There is no limitation to the number of continuing education credit hours that may be earned online.

(c) Credit for a continuing education program or activity that is equivalent or substantially equivalent to a program or activity that the licensee has already earned credit for during the renewal period must not be granted.

(d) Under section 18233(2) of the code, MCL 333.18233, not less than 2 hours of continuing education must be earned in pain and symptom management. Continuing education hours in pain and symptom management may include, but are not limited to, courses in behavior management, psychology of pain, pharmacology, behavior modification, stress management, clinical applications, and drug interventions as they relate to professional practice.

(e) Not less than 3 hours of continuing education must be earned in ethics.

(2) Any of the following activities are considered acceptable continuing education:

Activity Code	Activity and Proof Required	Number of continuing education hours granted/allowed for activity
(a)	Attendance at or participation in a continuing education program or activity related to the practice of psychology, or any non-clinical subject relevant to psychological practice, education, administration, management, or science that includes, but is not limited to: live, in-person programs; interactive or	The number of continuing education hours for a specific program or activity are the number of hours approved by the sponsor or the approving organization for the specific program or activity. A

<p>monitored teleconference, audio-conference, or web-based programs; online programs; and journal articles or other self-study programs approved or offered by any of the following organizations:</p> <ul style="list-style-type: none"> - A statewide bar association. - A statewide psychological association affiliated with the APA. - The American Association of Group Psychotherapy. - The American Association of Marriage and Family Therapists. - The American Association of Psychotherapy. - The American Association of Sex Educators, Counselors, and Therapists. - The American Bar Association. - The American Board of Professional Neuropsychology. - The American Board of Professional Psychologists. - The American Counseling Association. - The American Medical Association. - The American Mental Health Counselor Association. - The American Nurses Association. - The American Psychiatric Association. - The American Psychotherapy Association. - The American Society of Addiction Medicine. - Another state or provincial board of psychology. - The APA. - The Association for Clinical Pastoral Education Psychotherapy Commission. - The Association for Psychological Science. - The Association of Black Psychologists. - The Association of State and Provincial Psychology Boards. - The Canadian Psychological Association. - The Michigan Certification Board for Addiction Professionals. - The Michigan Psychoanalytic Institute. - The Michigan Psychological Association. - The Michigan Society for Psychoanalytic Psychology. 	<p>maximum of 30 hours of continuing education may be earned for this activity in each renewal period.</p>
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	<ul style="list-style-type: none"> - The National Association of School Psychologists. - The National Association of Social Workers. - The National Board of Certified Counselors. - The National Latinx Psychological Association. - The National Register. - The Society for the Scientific Study of Sexuality. - Nationally or regionally accredited academic institutions. - Nationally or regionally accredited hospitals or mental health treatment centers. - State, provincial, and territorial psychological associations. <p>If audited, the licensee shall provide a program description and a copy of a letter or certificate of completion showing the licensee's name, number of continuing education hours earned, sponsor name or the name of the organization that approved the program or activity for continuing education credit, and the date that the program was held, or activity completed.</p>	
(b)	<p>Passing a postgraduate academic course related to the practice of psychology offered in a regionally accredited educational program.</p> <p>If audited, the licensee shall provide an official transcript documenting successful completion of the course.</p>	<p>Five hours of continuing education are granted for each academic credit hour passed. A maximum of 20 hours of continuing education may be earned for this activity in each renewal period.</p>
(c)	<p>Initial presentation of a continuing education program related to the practice of psychology provided to a state, regional, national, or international psychological organization.</p> <p>To receive credit, the presentation must not be a part of the licensee's regular job description and must be approved or offered for continuing education credit by any of the organizations listed under subdivision (a) of this subrule.</p> <p>If audited, the licensee shall provide a</p>	<p>Two hours of continuing education are granted for each 50 to 60 minutes of presentation. No additional credit is granted for preparation of a presentation. A maximum of 20 hours of continuing education may be earned for this activity in each renewal period.</p>

	<p>program description, a copy of the presentation notice or advertisement showing the date of the presentation, the licensee's name listed as a presenter, and the name of the organization that approved or offered the presentation for continuing education credit.</p>	
(d)	<p>Initial presentation of a scientific exhibit, poster, scientific paper, or clinical demonstration to a psychological organization.</p> <p>To receive credit, the presentation must not be part of the licensee's regular job description or performed in the normal course of the licensee's employment.</p> <p>If audited, the licensee shall provide a copy of the document presented with proof of presentation or a letter from the program sponsor verifying the length and date of the presentation.</p>	<p>Two hours of continuing education are granted for each 50 to 60 minutes of presentation. No additional credit is granted for preparation of the presentation. A maximum of 20 hours of continuing education may be earned for this activity in each renewal period.</p>
(e)	<p>Initial publication of an article related to the practice of psychology in a peer-reviewed journal.</p> <p>If audited, the licensee shall provide a copy of the publication that identifies the licensee as the author or a publication acceptance letter.</p>	<p>Five hours of continuing education are granted for serving as the primary author. Two hours of continuing education are granted for serving as the secondary author. A maximum of 20 hours of continuing education may be earned for this activity in each renewal period.</p>
(f)	<p>Initial publication of an article related to the practice of psychology in a non-peer-reviewed journal, newsletter, or magazine.</p> <p>If audited, the licensee shall provide a copy of the publication that identifies the licensee as the author or a publication acceptance letter.</p>	<p>One hour of continuing education is granted for each article. A maximum of 3 hours of continuing education may be earned for this activity in each renewal period.</p>
(g)	<p>Initial publication of a chapter related to the practice of psychology in either of the following textbooks:</p> <ul style="list-style-type: none"> - A professional or healthcare textbook. - A peer-reviewed textbook. <p>If audited, the licensee shall provide a copy of</p>	<p>Five hours of continuing education are granted for serving as the primary author. Two hours of continuing education are granted for serving as the secondary author. A maximum of 20</p>

	the publication that identifies the licensee as the author or a publication acceptance letter.	hours of continuing education may be earned for this activity in each renewal period.
(h)	<p>Initial publication of a book related to the practice of psychology.</p> <p>If audited, the licensee shall provide proof of publication that identifies the licensee as the author or a publication acceptance letter.</p>	<p>A maximum of 20 hours of continuing education may be earned for this activity in each renewal period for all non-self-published books. A maximum of 10 hours of continuing education may be earned for this activity in each renewal period for all self-published books.</p>
(i)	<p>Identifying, researching, and resolving an event or issue related to clinical or professional practice.</p> <p>If audited, the licensee shall provide a summary of activities, including hours spent, references if relevant, and a description of the event or issue involved in identifying, researching, and resolving the event or issue.</p>	<p>One hour of continuing education is granted for each 50 to 60 minutes spent identifying, researching, and resolving the issue or event. A maximum of 5 hours of continuing education may be earned for this activity in each renewal period.</p>
(j)	<p>Participating on a state or national committee, board, council, or association related to the field of psychology. A committee, board, council, or association is considered acceptable by the board if it enhances the participant's knowledge and understanding of the field of psychology.</p> <p>If audited, the licensee shall provide documentation verifying the licensee's participation in not less than 50% of the regularly scheduled meetings of the committee, board, council, or association.</p>	<p>Ten hours of continuing education are granted for each committee, board, council, or association. A maximum of 20 hours of continuing education may be earned for this activity in each renewal period.</p>
(k)	<p>Participating as a student in a postdoctoral clinical training program related to the practice of psychology provided through an accredited educational program for psychologists that satisfies the standards adopted under R 338.2529(1) or (2).</p> <p>If audited, the licensee shall provide a letter from the program director verifying the licensee participated in the program.</p>	<p>Ten hours of continuing education are granted for participating in the program. A maximum of 10 hours of continuing education may be earned for this activity in each renewal period.</p>

(l)	<p>Participating as a surveyor in the accreditation, certification, or inspection of an educational, clinical, or service delivery program for psychologists with any of the following organizations:</p> <ul style="list-style-type: none"> - The Commission on Accreditation. - The Joint Commission. - The Commission on Accreditation of Rehabilitation Facilities International. - The APA. - The PCSAS. <p>If audited, the licensee shall provide a letter from the accreditation, certification, or inspection program verifying the licensee's participation and the location of the inspections or examinations.</p>	<p>Ten hours of continuing education are granted for participating as a surveyor. A maximum of 10 hours of continuing education may be earned for this activity in each renewal period.</p>
(m)	<p>Participating on any of the following committees:</p> <ul style="list-style-type: none"> - A peer-review committee dealing with quality patient care as it relates to the practice of psychology. - A committee dealing with utilization review as it relates to the practice of psychology. - A healthcare organization committee dealing with patient care issues related to the practice of psychology. <p>If audited, the licensee shall provide a letter from an organization official verifying the licensee's participation in not less than 50% of the regularly scheduled meetings of the committee.</p>	<p>Ten hours of continuing education are granted for participating on a committee. A maximum of 10 hours of continuing education may be earned for this activity in each renewal period.</p>
(n)	<p>Serving as an instructor for the first time for any of the following programs:</p> <ul style="list-style-type: none"> - Students, staff, or other licensees at a postdoctoral clinical training program related to the practice of psychology provided at an accredited educational program for psychologists that satisfies the standards adopted under R 338.2529(1) or (2). - Students, interns, residents, or staff in an accredited educational or training program in the area of psychology that satisfies the standards adopted under R 338.2529(1) or (2). 	<p>Two hours of continuing education are granted for each 50 to 60 minute lecture per subject. Additional credit for preparation of the lecture may not be granted. A maximum of 10 hours of continuing education may be earned for this activity in each renewal period.</p>

	<p>If audited, the licensee shall provide a letter from the program director verifying the licensee's role, length of the lecture or lectures, and the date that the lecture or lectures was held.</p>	
(o)	<p>Providing clinical supervision for master's, doctoral, or postdoctoral level students.</p> <p>To receive credit, this activity must not be part of the licensee's regular job description.</p> <p>If audited, the licensee shall provide a letter from an authorized official at the agency employing the licensee verifying the licensee's role and the number of supervision hours the licensee provided.</p>	<p>One hour of continuing education is granted for each 50 to 60 minutes of supervision provided. A maximum of 10 hours of continuing education may be earned for this activity in each renewal period.</p>
(p)	<p>Participating in peer supervision or consultation with professional colleagues.</p> <p>If audited, the licensee shall provide an affidavit from the colleague that took part in the peer supervision or consultation. The affidavit must attest to the licensee's role and the number of hours the licensee spent participating in these activities.</p>	<p>One hour of continuing education is granted for each 50 to 60 minutes of participation. A maximum of 10 hours of continuing education may be earned for this activity in each renewal period.</p>
(q)	<p>Participating in case conferences, including hospital grand rounds and multidisciplinary conferences, for training purposes.</p> <p>If audited, the licensee shall provide a letter from the administrative or clinical supervisor verifying the types of conferences and the number of hours the licensee spent participating in the conferences.</p>	<p>One hour of continuing education is granted for each 50 to 60 minutes of participation. A maximum of 5 hours of continuing education may be earned for this activity in each renewal period.</p>
(r)	<p>Providing individual supervision for a limited licensed psychologist beyond the hours of supervision required under R 338.2571(1)(a) or (1)(b). Supervision provided as part of a disciplinary sanction may be included under this activity.</p> <p>If audited, the licensee shall provide an affidavit from the limited licensed psychologist that received the supervision. The affidavit must attest to the licensee's role as a supervisor and the number of hours the</p>	<p>One hour of continuing education is granted for each 50 to 60 minutes of supervision provided beyond the hours of supervision required per month. A maximum of 10 hours of continuing education may be earned for this activity in each renewal period.</p>

	licensee spent providing supervision to the limited licensed psychologist.	
(s)	<p>Receiving individual supervision from a licensed psychologist beyond the hours of supervision required under R 338.2571(1)(a) or (1)(b). Supervision received as part of a disciplinary sanction may not be included under this activity.</p> <p>If audited, the licensee shall provide an affidavit from the licensed psychologist that provided the supervision. The affidavit must attest to the licensee's role as a supervisee and the number of hours the licensee spent receiving supervision from the licensed psychologist.</p>	One hour of continuing education is granted for each 50 to 60 minutes of supervision received beyond the hours of supervision required per month. A maximum of 10 hours of continuing education may be earned for this activity in each renewal period.
(t)	<p>Participation in a panel discussion relevant to the practice of psychology in an approved continuing education program or an organized healthcare setting as defined under R 338.2521(1)(j).</p> <p>If audited, the licensee shall provide documentation from the organizer of the panel discussion verifying the topic of the panel discussion and the number of hours the licensee spent participating in the discussion.</p>	One hour of continuing education is granted for each 50 to 60 minutes spent participating in the panel discussion. A maximum of 5 hours of continuing education may be earned for this activity in each renewal period.
(u)	<p>Obtaining initial certification in a specialty area by 1 of the following organizations:</p> <ul style="list-style-type: none"> - The American Board of Professional Psychology. - The Michigan Certification Board for Addiction Professionals. <p>If audited, the licensee shall provide proof of certification.</p>	Twenty hours of continuing education are granted for obtaining initial certification. A maximum of 20 hours of continuing education may be earned for this activity in each renewal period.
(v)	<p>Participation in the development of a national examination for psychologists.</p> <p>If audited, the licensee shall provide documentation from the sponsor of the examination verifying the licensee's role and participation in the development of the examination.</p>	Five hours of continuing education are granted for participation. A maximum of 5 hours of continuing education may be earned for this activity in each renewal period.

History: 2015 AACS; 2019 AACS; 2021 AACS; 2023 MR 11, Eff. June 8, 2023.

R 338.2585 Continuing education providers; standards for approval.

Rule 85. (1) A continuing education provider that is not pre-approved under R 338.2583 may be approved by the board. To be approved by the board, the provider shall complete an application provided by the department, file the application with the department for review no later than 120 days before the program date, and satisfy subrule (2) of this rule. The application and supporting documentation must include all the following information:

(a) A program schedule, including the date of the program, topics, the name of the presenter or presenters, and break times.

(b) An explanation of how the program is being designed to further educate psychologists, including a short narrative describing the program content and the criteria for the selection of the content.

(c) Copies of instructional objectives that have been developed.

(d) Copies of all promotional and advertising materials for the program.

(e) The name, title, and address of the program director and a description of qualifications to direct the program.

(f) A description of how the amount of continuing education credit awarded for this program is determined.

(g) A description of how participants are notified that continuing education credit has been earned.

(h) A copy of the curriculum vitae for each presenter.

(i) A description of the delivery method or methods used during the presentation.

(j) A copy of the assessment instrument, if any, that is used for participant evaluation.

(k) A description of how the assessment, if any, is administered, corrected, and returned to participants.

(l) A description of how attendance is monitored.

(2) A program provider or sponsor approved under subrule (1) of this rule shall issue certificates or letters of attendance that include all the following information:

(a) The name of the sponsor.

(b) The name of the program, including the name of the presenter or presenters.

(c) The name of the attendee.

(d) The date of the program.

(e) The approval number of this state, if assigned by the department.

(f) The signature and title of the individual responsible for attendance monitoring.

(g) The number of hours attended and the amount of continuing education credits earned.

History: 2019 AACS; 2021 AACS; 2023 MR 11, Eff. June 8, 2023.