

PRACTICE OF PSYCHOLOGY

§18–309. Term and renewal of licenses.

(a) *Term of license.* — (1) A license or registration expires on the date set by the Board, unless it is renewed for an additional term as provided in this section.

(2) A license or registration may not be renewed for a term longer than 2 years.

(b) *Renewal notice.* — (1) (i) At least 90 days before a license expires, the Board shall send a renewal notice to the licensee:

1. By first-class mail to the last known address of the licensee; or

2. If requested by the licensee, by electronic means to the last known electronic mail address of the licensee.

(ii) If a renewal notice sent by electronic means under subparagraph (i)2 of this paragraph is returned to the Board as undeliverable, the Board shall send a renewal notice to the licensee by first-class mail to the last known address of the licensee.

(2) At least 90 days before a registration expires, the Board shall send a renewal notice to the registrant:

(i) By first-class mail to the last known address of the registrant; or

(ii) By electronic means to the last known electronic mail address of the registrant.

(c) *Contents of notice.* — The renewal notice sent under subsection (b) of this section shall state:

(1) The date on which the current license or registration expires;

(2) The date by which the renewal application must be received by the Board for the renewal to be issued and mailed before the license or registration expires; and

(3) The amount of the renewal fee.

(d) *Change of address notice to Board by licensees or registrants.* — Each licensee or registrant shall notify the Board in writing of any change in the licensee's or registrant's address or electronic mail address within 30 days after the change occurs.

(e) *Application for renewal.* — Before the license or registration expires, the licensee or registrant periodically may renew it for an additional 2-year term, if the licensee or registrant:

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- (1) Otherwise is entitled to be licensed or registered;
- (2) Pays to the Board a renewal fee set by the Board; and
- (3) Submits to the Board:

(i) A renewal application on the form that the Board requires; and

(ii) Satisfactory evidence of compliance with any continuing education requirements set under this section for license or registration renewal.

(f) Continuing education. —

(1) The Board may establish continuing education requirements as a condition to the renewal of licenses or registrations under this section.

(2) The requirements established under this subsection shall be set by the Board as to the amount and type of study required.

(g) Issuance of renewal. — The Board shall renew the license or registration of each licensee or registrant who meets the requirements of this section.

(h) Criminal history records checks. —

(1) (i) Beginning March 2019, the Board shall begin a process requiring criminal history records checks in accordance with § 18-302.1 of this subtitle on:

1. Selected annual renewal applicants as determined by regulations adopted by the Board; and

2. Each former licensee or registrant who files for reinstatement under § 18-310 of this subtitle after failing to renew the license or registration for a period of 1 year or more.

(ii) An additional criminal history records check shall be performed:

1. 6 years after a renewal applicant submitted to a criminal history records check under § 18-302(e) of this subtitle; and

2. Every 6 years after a renewal applicant was required to submit to a criminal history records check under subparagraph (i)1 of this paragraph.

(2) On receipt of the criminal history record information of a licensee forwarded to

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the Board in accordance with § 18-302.1 of this subtitle, in determining whether to renew a license or registration, the Board shall consider:

- (i) The age at which the crime was committed;
- (ii) The circumstances surrounding the crime;
- (iii) The length of time that has passed since the crime;
- (iv) Subsequent work history;
- (v) Employment and character references; and

(vi) Other evidence that demonstrates whether the licensee poses a threat to the public health or safety.

(3) The Board may not renew a license or registration if the criminal history record information required under § 18-302.1 of this subtitle has not been received.