



STATE OF NEVADA BOARD OF PSYCHOLOGICAL EXAMINERS

Continuing Professional Development (CPD)

Memorandum

To: Nevada Licensed Psychologists

From: Nevada Board of Psychological Examiners

Re: Continuing Professional Development (CPD) – Documentation Guidance

Date: 2026

Following recent revisions to the Board's continuing education regulation (NAC 641.136), which expanded allowable Continuing Professional Development (CPD) activities, the Board has received questions regarding documentation expectations.

This memorandum provides general guidance. Licensees are responsible for ensuring that any CPD hours claimed meet regulatory requirements.

General Documentation Standard

For any CPD activity claimed, licensees must be able to demonstrate:

- The nature of the activity
- Dates and duration (with hours clearly accounted for)
- The role of the licensee
- Sufficient objective or third-party verification, where applicable

Documentation is **not submitted to the Board unless requested**, but must be maintained for the full audit period.

Acceptable CPD Categories and Documentation Examples

1. Peer Consultation (Maximum: 3 hours)

Examples of documentation include:

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- Logs of consultation sessions (dates, duration, participants)
 - Brief topic descriptions (no confidential client information)
 - Attestation from peers or group records

The Board does not define peer consultation beyond its commonly understood professional meaning. Activities should reflect organized, professional consultation rather than incidental or informal discussions.

2. Professional Service (Maximum: 3 hours)

Includes Board, committee, editorial, grant review, or leadership roles.

Examples of documentation include:

- Appointment letters or official rosters
- Meeting agendas or minutes
- Confirmation of role and duration

3. Conference Attendance Without CE Credit (Maximum: 3 hours)

For full-day attendance at conferences where CE is not offered.

Examples of documentation include:

- Registration confirmation
- Conference agenda/program
- Proof of attendance (certificate, badge scan, etc.)

Partial attendance must be prorated and clearly documented.

4. Doctoral-Level Coursework (Maximum: 6 hours)

Documentation must demonstrate both completion and credit value:

- Official transcript or grade report
- Course syllabus or catalog description

5. Teaching Continuing Education Courses (Maximum: 6 hours)

Examples of documentation include:

- Course approval documentation
- Teaching schedule or agenda
- Confirmation from sponsoring organization

Credit is awarded per course taught, subject to regulatory limits.

6. Teaching Graduate-Level Courses (Maximum: 6 hours)

For APA-accredited graduate-level applied psychology courses.

Examples of documentation include:

- Appointment or contract
- Course syllabus
- Academic calendar

7. Scholarly Authorship (Maximum: 6 hours)

Includes books, book chapters, or peer-reviewed manuscripts.

Documentation must show acceptance for publication:

- Acceptance letter/email
- Citation or publication details (if available)

Work must be accepted for publication to qualify.

Important Limitations

Licensees are responsible for ensuring that:

- No more than **15 total CE hours** are derived from CPD activities
 - Category-specific caps are followed
 - Required CE areas (ethics, suicide prevention, cultural competency) are completed through qualifying CE instruction unless otherwise permitted
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Audit Expectations

If selected for audit, licensees must provide documentation supporting all claimed CPD hours.

If documentation is incomplete or cannot substantiate the activity, the hours may not be accepted.

Licensees with questions about specific activities are encouraged to contact the Board in advance of renewal
