

ABPsa Renewal Guide

HELPFUL NAVIGATION TO GET YOU STARTED

1/2021

ABPsa Renewal



Certification is valid for one year. You will be sent automatic emails reminding you that you will need to renew and pay your renewal fee.



Even if you don't get the emails, you are responsible for renewing your certification before the expiration date.



Renewing your certification is quick & easy. This guide will show you how to do it.

How to access renewal

There are two ways to see notification about your renewal once you log in.

1) when you log in, you will see notification in the bottom right corner of your web browser.

2) when you access your profile, you will see a blue button that says “Renew to (and the next future date)”

The screenshot shows the website for the American Board of Psychoanalysis (ABPsa). The header includes the logo and the tagline "Standards you can trust." Below the header is a navigation menu with links for HOME, ABOUT US, GRANDPARENTING, CERTIFICATION, MAINTAIN CERTIFICATION, FIND AN ANALYST, EVENTS, NEWS, and DONATE. The main content area is divided into several sections: "Who We Are" (describing the organization's mission), "WHY GET CERTIFIED?", "APPLY FOR BOARD CERTIFICATION", "MY PROFILE" (with an "EDIT PROFILE" button and a link to "My directory profile"), and "MEMBERSHIP DETAILS". The "MEMBERSHIP DETAILS" section shows the following information:

Membership level	Fellow - Adult and Child & Adolescent Psychoanalysis - \$150.00 (USD)
Subscription period	1 year
Payment type	No recurring payments
Renewal note	Stop recurring payments to change level or renew manually.
Membership status	Active
Member since	07/17/2016
Renewal due on	07/21/2017

At the bottom of the membership details, there is a blue button labeled "RENEW TO 07/21/2018". A red circle highlights this button. Another red circle highlights a "MESSAGES" button in the top right corner of the page. Red arrows point from the text in the left column to these two elements.

Certification (Membership) Renewal

It is important to review and update your profile on a regular basis – the certification renewal is a great time to do this.

If you have any changes to you contact information as well as changes to your practice information be sure to indicate this.

Be sure to also review the Ethics questions and if your response is a yes, you must include an explanation in the box.

Some fields are editable while others are read only. If any of the read only fields have changed, please contact the office.

You can add a tax-deductible donation when you update.

Click the box for “Update and Next”

MEMBERSHIP RENEWAL

Renew to	07/21/2018
Level	Fellow - Adult and Child & Adolescent Psychoanalysis - \$150.00 (USD) Subscription period: 1 year No recurring payments
Current status	Active

[CANCEL](#) [UPDATE AND NEXT](#)

Your profile

* Mandatory fields

* First name

Middle Initial

* Last name

Credential

* Email

Photo [Choose File](#) | No file chosen

Preferred Name

Salutation

About Me

Date of Birth

Gender [Clear selection](#)

Male

Female


Other

MY PRACTICE INFORMATION

Review and Confirm

Please review your profile. If you would like to make any changes, click the “back” button. If your profile is up-to-date, press the “PAY ONLINE” or “INVOICE ME” button.





CERTIFICATION RENEWAL

 **Review and confirm**

Renew to 07/30/2018
Fellow, Adult and Child & Adolescent Psychoanalysis - \$150.00 (USD)
Subscription period: 1 year
No recurring payments

Current status Active

Total amount **\$150.00 (USD)**

CANCEL

BACK

INVOICE ME

PAY ONLINE

[Your profile](#)

If you click “PAY ONLINE”

If you clicked “PAY ONLINE”, on the next screen you will have the opportunity to enter your credit card details.

Please note that ABPsa does not currently accept American Express.

Once you hit the Pay \$150.00 (USD) button you will receive a confirmation notice if your payment went through or an error notice if you need to reenter any data.

When your payment goes through, you will receive an email informing you that your certification has been renewed for another year.

You can always log in to your profile and view your invoices

American Board of Psychoanalysis

<https://www.abpsa.org/>

Enter credit card details

 / ?

Billing information

Details

Invoice #00365 \$150.00

- Membership renewal. Level: Fellow, Adult and Child & Adolescent Psychoanalysis. Renew to 07/30/2018

Total amount: \$150.00 (USD)

[Cancel](#)

[Pay \\$150.00 \(USD\)](#)

If you click “INVOICE ME”

If you clicked “INVOICE ME”, on the next screen you will see the option to view/pay invoice.

If you want to send in a check, you may do so.

Once your check arrives at the ABPsa Board office and is processed, your fee will be posted to your account and you will receive an email notifying you that your certification has been extended for another year.


MY PROFILE

EDIT PROFILE

[My directory profile](#)

[Profile](#) [Privacy](#) [Email subscriptions](#) [My event registrations](#) [Invoices and payments](#)

MEMBERSHIP DETAILS

 Membership renewal initiated, not paid yet.

[View / Pay invoice](#)

Paying for your renewal by check

You can pay for your renewal by check or money order.

The check must be made payable to American Board of Psychoanalysis (or ABPsa) and mailed to the office at:

501 S. Cherry Street, Suite 1100
Denver, CO 80246

along with your annual renewal form.



Renewal is done on an annual basis and requires a current license to practice, attestation to ethical questions, and a renewal fee. Kindly complete the application below and return it to the address above. Please print legibly.

ANNUAL RENEWAL APPLICATION

Name _____ please print
My license is: Current/Active with no discipline Current/Active with discipline Expired (We would love to keep you on the Registry as a Fellow Emeritus which does not require a current license)
I am a: Training Analyst Supervising Analyst

ETHICS & PROFESSIONAL CONDUCT

1(a). Have you ever been the subject of a complaint, charge, inquiry, investigation, review, administrative or regulatory proceeding or any other proceeding that resulted in a determination that your conduct violated a code of professional ethics, standard of professional conduct or other standards governing your professional conduct, regardless of whether the consequence was in the nature of a cautionary or warning letter, admonition, reprimand, censure, license suspension, license revocation, or limitation, denial or revocation of privileges, injunction, order or any other form sanction?
YES NO

1(b). If your answer to the foregoing question is yes, for each case or instance, attach (i) a complete explanation of the underlying facts and circumstances, as well as of the outcome, disposition, discipline, order or sanction by each and every agency, authority, professional society, or professional association that considered the matter; and (ii) copies of the pertinent documentation showing the nature of the alleged violation(s) and the final disposition(s); and (iii) the name and contact information of your attorney, representative, regulatory official or other person(s) who may be contacted for additional information.

2(a). Are you currently the subject of a complaint, charge, inquiry, investigation, review or any other proceeding alleging that your conduct violated a code of professional ethics, standard of professional conduct or other standard governing your professional conduct? YES NO

2(b). If your answer to the foregoing question is yes, for each case or instance, attach a statement explaining: (i) the nature of the alleged violation(s), (ii) the underlying facts and circumstances to the extent you are able to do so after consultation with your attorney, if any; and (iii) the status of the proceedings and the anticipated date of a final resolution.

HAS ANY OF YOUR CONTACT INFORMATION CHANGED SINCE LAST YEAR? NO YES. PLEASE COMPLETE BELOW

Address _____ City _____ State _____ Zip _____ Home or Office
circle one
Home Number _____ Cell Phone _____ Work Phone _____ Email _____

ATTESTATION

I hereby certify and affirm to the best of my knowledge, after diligent review of my professional history that the information contained in this application is correct and complete, including without limitations that there are no material omissions.

Fellow's Signature _____ Date _____

FEEES

Checks may be payable to the American Board of Psychoanalysis (ABPsa)	Annual renewal fee	\$ 150.00
Mail to: 501 S. Cherry Street, Suite 1100, Denver, CO 80246	Donation	\$ _____
You may update your profile and pay with a credit card online.	Total Enclosed	\$ _____

Please consider updating your registry listing online or by completing the Registry Profile Update Form

ACCESSING INVOICES

You will have access to all your invoices, starting from Fall 2017.

While you are logged in, under your profile, click on the “invoices and payments” link.

Here you will see your invoices and payments.

MY PROFILE

EDIT PROFILE

Balance: \$0.00

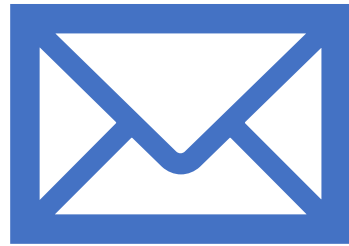
[⚠ Profile](#) [Privacy](#) [Email subscriptions](#) [Invoices and payments](#)

Search

Records found: 2

Date	Transaction	Balance due
07/17/2017	Payment Check	\$150.00 Settled Invoice #00006
07/17/2017	Invoice #00006 Member application Grandparent Applicant	\$150.00 Settled Paid: 07/17/2017

Renewal Confirmation



The website will automatically send you an email confirmation when you submit your renewal payment, in addition to when your renewal application has been approved.



Additionally, before your approval, your profile will state “membership renewal pending”. Once approved, this notification will disappear.