

ABPsa Renewal Guide

HELPFUL NAVIGATION TO GET YOU STARTED

1/2018

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", and "MY PROFILE". The "MY PROFILE" section includes an "EDIT PROFILE" button and a link to "My directory profile". Below this are links for "Profile", "Privacy", "Email subscriptions", and "Invoices and payments". The "MEMBERSHIP DETAILS" section shows the user's membership level as "Fellow - Adult and Child & Adolescent Psychoanalysis - \$150.00 (USD)", with a subscription period of 1 year and no recurring payments. The membership status is "Active". The membership start date is 07/17/2016, and the renewal due date is 07/21/2017. A blue button labeled "RENEW TO 07/21/2018" is prominently displayed and circled in red. A red arrow points from the text in the first paragraph to the "RENEW TO 07/21/2018" button. Another red arrow points from the text in the second paragraph to a "MESSAGES" button in the top right corner of the page.

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 3400 E. Bayaud Avenue, Suite 460, Denver, CO 80209 along with your annual renewal form.



American Board of Psychoanalysis

3400 East Bayaud Avenue, Suite 460
Denver, Colorado 80209
720-897-3775
www.abpsa.org

Kindly complete the application below and return it to the address above along with a check for \$150 payable to the American Board of Psychoanalysis (ABPsa).

This application must be completed annually and can be done with this paper application or by logging into the ABPsa website and paying with a credit card.

Please print legibly.

RENEWAL APPLICATION			
Renewal Application For:	<input type="checkbox"/> Adult	<input type="checkbox"/> Child/Adolescent	<input type="checkbox"/> Combined Adult & Child/Adolescent
Name _____	Degree _____	Date of Birth _____	
Street Address _____	City _____	State _____	Zip _____
Telephone Number(s) _____	Email _____		
Has any of the above information changed since your last application?	YES	NO	
ETHICS & PROFESSIONAL CONDUCT			
Have you ever been charged with a violation of a code of professional ethics? **	YES	NO	
Have you ever been found in violation of a code of professional ethics? **	YES	NO	
Has your license ever been suspended, revoked or limited or privileges denied? **	YES	NO	
<small>**If you are currently charged with a violation, or if the answer to any of the above questions is yes, attach an explanation (including all details about any actions of courts or regulatory boards on the case) and provide the name and contact information of your counsel, other advisors, regulatory officials or other persons we may contact for additional information.</small>			
I hereby testify and affirm that to the best of my knowledge, after diligent review of my professional history, the information contained in this application is correct and that currently I am not subject to any sanction by any professional or regulatory body for a violation of a code of professional ethics or statutory or regulatory requirement of professional conduct or fair consumer practice.			
Applicant's Signature _____	Date _____		

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.