

CHAPTER V

RULES AND REGULATIONS FOR LICENSURE OF PSYCHIATRIC TECHNICIANS

General Authority C.R.S 12-38-108(1)(k)
3 CCR 716-1

1. Statement of Basis and Purpose.

The rules in Chapter V are adopted pursuant to authority granted the Colorado State Board of Nursing pursuant to C.R.S., 12-38-108(1)(k) in order to specify procedures used in obtaining and maintaining psychiatric technician licensure.

2. LICENSURE BY EXAMINATION

- 2.1 The Colorado State Board of Nursing (herein after referred to as the Board) shall determine the licensing examination for psychiatric technicians.
- 2.2 Any needed contract for the use of the examination shall be negotiated and approved by the Executive Officer or designee in the absence of the Executive Officer.
- 2.3 The examination shall be administered by the Board at least annually and notification of the examination and filing procedures shall be sent to all state accredited programs preparing psychiatric technicians.
- 2.4 In the event that candidate examination answer sheets are lost or destroyed through circumstances beyond the control of the Board, the candidate will be required to rewrite the examination in order to meet requirements for licensure.
- 2.5 Candidates shall be informed in writing regarding examination performance.
- 2.6 The Board shall release examination performance reports only upon written authorization from the candidate or licensee.
- 2.7 Candidates who have completed Board accredited psychiatric technician programs shall be eligible to take the examination.
- 2.8 Candidates who have completed Board approved or accredited programs outside Colorado shall be eligible to take the Colorado examination provided:
 - A. The psychiatric technician program meets substantially the same educational requirements as Colorado programs.
 - B. Section 2.9 (A), (B), (C), (E), and (F) have been met.
- 2.9 Requirements to be completed for licensure by examination:
 - A. Submission of application on current Board approved form.
 - B. Payment of application fee.
 - C. Verification of completion of an approved psychiatric technician program.
 - D. Successful completion of the licensing examination.

- E. Verification of high school graduation or equivalent.
- F. Statutory requirements otherwise met.

2.10 Examination failures:

- A. Candidates may repeat the test when a regularly scheduled examination is administered.
- B. An application for re-examination shall be filed prior to the deadline date established for any scheduled examination.

3. LICENSURE BY ENDORSEMENT

3.1 Only applicants licensed or otherwise registered in another state or territory of the United States shall be eligible for licensure by endorsement in Colorado, providing the requirements in the other jurisdiction are substantially equal to those in Colorado at the time of the applicant's graduation, but in no event shall the applicant be required to meet qualifications higher than those in force in this state at the time of his application for license in this state.

3.2 Requirements to be completed for licensure by endorsement:

- A. Submission of application on current Board approved form.
- B. Payment of application fee.
- C. Holds current licensure or registration in a state or territory of the United States.
- D. Successful completion of a state approved psychiatric technician licensure or registration examination.
- E. Statutory requirements otherwise met.

4. GENERAL RULES RELATING TO LICENSES

The Executive Officer of the Board has been delegated authority to administer examinations, issue licenses by endorsement and examination, renew licenses, and issue temporary licenses and permits to qualified applicants during the period between meetings.

4.1 Biennial renewal of license:

- A. All psychiatric technician licenses shall expire on March 30 of every odd numbered year, and shall be subject to renewal for each two year period thereafter.
- B. An application for psychiatric technician renewal will be mailed at least two months before March 30th of the year in which the license expires and such application shall be completed and returned by March 30 of that year with the renewal fee.
- C. Psychiatric technician renewal applications postmarked April 1st or after shall be assessed an additional penalty fee.
- D. The licensee's canceled check or a receipt from the Board shall be considered as proof of renewal until the renewed license is received.
- E. Separate checks or money orders are required for each renewal application.

4.2 Change of name and address:

- A. The licensee shall supply legal evidence of name change by court record or marriage certificate in order for such change to be made on Board records.
- B. Notice of change of address shall be submitted in writing to the Board of Nursing by the licensee within 30 days of such change.
- C. Any notification by the Board to licensees required or permitted under the Nurse Practice Act or the Administrative Procedure Act shall be addressed to the last address provided to the Board by the licensee and any such mailing shall be deemed proper service on said licensee.

4.3 Incomplete applications:

- A. An applicant for a license by examination who does not complete the licensing process within one year of the date of the original application shall complete the application process again including payment of the application fee.
- B. An applicant for a license by endorsement who does not complete the licensing process within one year shall complete the application process again including payment of the application fee.

4.4 Inactive status:

- A. Licensees may apply for inactive status if not practicing as a psychiatric technician.
- B. After a five (5) year period in inactive status, the license may be renewed only by complying with provisions of licensure by examination as found in section 2.

5. FEES

5.1. All fees shall be subject to change each July 1st.

5.2 Fees shall be established for:

- A. Licensure applications.
- B. Renewal of licenses.
- C. Duplicate licenses.
- D. Reexamination applications.
- E. Reinstatement.
- F. Multiple copies of statute, rules and regulations.
- G. Out of state verification.
- H. Other categories as may be deemed necessary.

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