

## CONTINUING EDUCATION APPLICATION GUIDELINES

### Evaluating Proposals – is this event eligible for CE credits?

- Intent: Will it help psychologists better serve the public and enhance the profession?
- Can it be understood as building on a doctoral degree in psychology?
- Is it credible (i.e. theoretically; empirically; accepted conventional practice) or does it address legal, ethical or regulatory professional standards?

### Brochures, Announcements, Promotional Material Must Include:

1. Title of event
2. Time (beginning to end), date, location
3. Name and affiliation(s) of presenter – must include professional degree and the relevant qualifications of the presenter
4. Target audience (i.e. graduate students, all mental health professionals, psychologists)
5. Instructional level (Introductory, Intermediate, Advanced)
6. Specific learning objectives (3-4 objectives for 4 hour program, 5-6 objectives for 7 hour program)
7. Fee(s) and what is included (coffee, lunch, handouts, etc.)
8. Refund policy (time frame, contact info, etc.)
9. The following APA approval statement with the appropriate amount of CE credits inserted:

This program, when attended in its entirety, is available for \_\_\_\_\_ continuing education credits. AAPB is approved by the American Psychological Association to sponsor continuing education for psychologists. AAPB maintains responsibility for this program and its content.

*NOTE: Always use the term “credits” – never CE Units, Hours, or CEUs.*

10. The following statement (or something similar):

\_\_\_\_\_ is committed to accessibility and non-discrimination in its continuing education activities. \_\_\_\_\_ is also committed to conducting all activities in conformity with the American Psychological Association’s Ethical Principles for Psychologists. Participants are asked to be aware of the need for privacy and confidentiality throughout the program. If program content becomes stressful, participants are encouraged to process these feelings during discussion periods. If

participants have special needs, we will attempt to accommodate them. Please address questions, concerns and any complaints to \_\_\_\_\_ (program coordinator's name, number, and email).

*NOTE: The program coordinator is the name of the individual who participants can reach with event-related grievances. If a complaint is lodged, a copy of your grievance procedure should be provided to the complainant.*

11. Include a statement that states that facilities are accessible to persons with disabilities and reasonable accommodations will be made for persons who request them.
12. Prior to registering, participants must be informed of any commercial support for the program or conflicts of interest associated with the program, presenter, content or product discussed. If no support or conflicts exist, a statement similar to the following should be made:

There is no commercial support for this program nor are there any relationships between the CE Sponsor, presenting organization, presenter, program content, research, grants, or other funding that could reasonably be construed as conflicts of interest.

*NOTE: You must include AAPB on your mailing lists (post or email) to allow for continuous review of the information sent to the public regarding CE activities. Please add the following to your mailing list:*

AAPB Continuing Education Coordinator  
10200 W. 44<sup>th</sup> Avenue, Suite 304  
Wheat Ridge, CO 80033  
[CEcoordinator@aapb.org](mailto:CEcoordinator@aapb.org)  
303-422-8436

13. Participants must be informed of the utility/validity of the content discussed as well as the limitations of the approach and the most common risks (if any) associated with the program's content. A statement to this effect should be included in all promotional material. The program description and learning objectives should also address this requirement.

### **From the Presenter:**

1. Title of event

2. Name and affiliation(s) of presenter – must include professional degree and the relevant qualifications of the presenter
3. Target audience (i.e. graduate students, all mental health professionals, psychologists)
4. Instructional level (Introductory, Intermediate, Advanced)
5. Specific learning objectives (3-4 objectives for 4 hour program, 5-6 objectives for 7 hour program)
6. At least 5 references (research and/or theoretical) obtained from the presenter supporting the content of the presentation
7. Any commercial support for the program or conflicts of interest associated with the program, presenter, content or product
8. Utility/validity of the content discussed as well as the limitations of the approach and the most common risks (if any) associated with the program's content. The program description and learning objectives should also address this requirement.
9. CV of the instructor(s)

### **During Your Activity:**

Participants must:

- Register at the beginning of the activity
- Give their names, addresses and degrees of psychologists
- Attend the entire activity
- Sign in and out on the sign-in sheet
- Submit an Evaluation and Learning Assessment Tool

Presenters must:

- Describe the accuracy and utility/validity of the materials presented during each CE presentation, such as the limitations of the content being taught and the severe/most common risks
- Clearly describe any commercial support for the CE program to participants at the time the activity begins, as well as any other relationship that could be reasonably construed as a conflict of interest. If there is no conflict of interest or commercial support, it is always best to disclose that there is nothing to disclose

### **Program Evaluation and Assessment of Learning:**

1. If you are offering multi-session programs, each session requires an evaluation
2. Include the evaluation of each learning objective

3. Inquire about the adequacy of the physical facilities
4. Inquire about the perceived knowledge of the presenter
5. Inquire about the effectiveness of the presenter's teaching
6. For each item on the Evaluation, the feedback must be averaged

### **Certificate of Attendance Must Include:**

1. The APA approval statement:

“AAPB is approved by the American Psychological Association to sponsor continuing education for psychologists. AAPB maintains responsibility for this program and its content.”
2. If the co-sponsor of the program is an AAPB Chapter, the name of the organization and its identification as “a chapter of AAPB”
3. The title, date and time (start and stop with notation of breaks) of the activity
4. Name of instructor(s) with degrees
5. Number of CE credits available
6. The signature of the responsible CE coordinator

### **After Your Activity:**

The local coordinator must submit the following documentation for each CE activity to the AAPB chair via email or fax.

The chair must receive this information by:

- January 15<sup>th</sup> for activities held August-December
  - July 15<sup>th</sup> for activities held January-July
1. One copy of the activity brochure/flyer and any additional advertising material used to promote the activity
  2. Any additional information that describes the purpose of the activity – i.e. prerequisites, instructor qualifications
  3. A legible list of names, addresses and degrees of psychologists attending the activity who wish to receive a Certificate of Attendance. If sign-in sheet includes addresses, it may be used for this purpose
  4. One copy of the Evaluation and Learning Assessment Tool, which includes the average scores of participants' responses. Must include at least 10 average scores
  5. One signed copy of the Certificate of Attendance which must include:

- The APA approval statement:  
“AAPB is approved by the American Psychological Association to sponsor continuing education for psychologists. AAPB maintains responsibility for this program and its content.”
  - The name of the local organization and its identification as “a local chapter of AAPB of the American Psychological Association”
  - The title, date and time (start and stop with notation of breaks) of the activity
  - Name of instructor(s) with degrees
  - Number of CE credits available
  - The signature of the responsible CE coordinator
6. CV of instructor(s), including at least 5 research/theory-based references relevant to the activity content provided to participants
7. A statement signed by the instructor(s) regarding:
- Commitment to ethical standards/principles
  - Discussion of risks/benefits/limitations
  - Disclosure of commercial support and potential conflicts of interest
8. A completed AAPB Continuing Education Activity Form which includes:
- Name of the Local Chapter
  - Title of the activity
  - Format (workshop, lecture series, in-depth series, conference, or session)
  - Co-sponsored? Yes/No
  - Date(s) of activity
  - Beginning and end times
  - Total number of learning hours
  - Total number of CE credits
  - Total number of participants
  - Total number of psychologists and non-psychologists
  - Instructor(s)/Presenter(s)
  - Educational Objectives

*NOTE: All other documents relating to the activity (sign-in sheets, evaluations, etc.) should be retained by the local chapter coordinator for THREE YEARS.*