

Nebraska Psychological Association Request to Co-Sponsor CE Program Procedures and Instructions

The Nebraska Psychological Association (NPA) has been approved by the American Psychological Association (APA) to sponsor educational programs providing CEs for psychologists. The requirements for APA sponsor approval are very specific, in particular with respect to program content, criteria for program approval, promotional materials and record keeping. NPA's Procedures and Instructions for applying for co-sponsorship strictly adhere to the APA requirements, and much of the language in these Procedures is taken directly from APA's *Standards and Criteria for Approval of Sponsors of Continuing Education for Psychologist* (Updated July 2007).

The process for applying for co-sponsorship is detailed, but need not be lengthy if all required materials are submitted with the NPA CE Co-sponsorship Request Form. NPA co-sponsorship is granted on a per program basis. Applicants must submit the following information and materials when seeking CEs for their programs:

1. Completed and signed NPA CE Co-sponsorship Request Form
2. Program Agenda (see sample)
3. Curriculum Vitae of all faculty and presenters
4. Copies of all program brochures and promotional materials (see requirements)
5. \$50 CE Co-sponsor Request Filing Fee sent with CE Co-sponsorship Request Form
6. \$150 Administration Fee to be sent upon co-sponsorship approval

Please read these Procedures and Instructions carefully to ensure that your documents meet the requirements established by NPA and APA. Examples of acceptable materials and language are given throughout these Procedures and Instructions. If you have any questions, please contact NPA at 402-475-0709 or npa@nebpsych.org.

Program Content

Continuing education (CE) in psychology is an ongoing process consisting of formal learning activities that (1) are relevant to psychological practice, education and science, (2) enable psychologists to keep pace with emerging issues and technologies, and (3) allow psychologists to maintain, develop, and increase competencies in order to improve services to the public and enhance contributions to the profession.

Acceptable programs must adhere to the definition of continuing education in that they improve service to the public and enhance contributions to the profession. Determination of eligibility is not made on the basis of topic only. Content related to the professional practice of psychology, business of practice, education, administration, conducting research, or career management programs will be carefully considered to determine whether or not the content of the programs can be deemed appropriate CE content for psychologists.

Applicants must be prepared to demonstrate that information and program content are based on a methodological, theoretical, research, or practice knowledge base. The more distant a topic appears from core disciplinary knowledge, the greater the responsibility of the applicant to demonstrate the connection to improvement of services to the public and contributions to the profession. Appropriate content should be conveyed in program titles, learning objectives, and promotional materials.

Program Description/Agenda

Applicants must include a brief summary of the program on the NPA CE Co-sponsorship Request Form and attach an Agenda which provides the program times, including breaks taken. CE programs must be at least one hour in length as CE credits for psychologists are awarded on the basis of one credit per one hour of instructional time. Variable credit for partial attendance may not be awarded. Two sample agendas are provided.

Sample Agendas

Workshop Schedule		Workshop Schedule	
8:30–9:00	Registration, coffee, fruit, muffins	9:30 –10:00	Registration
9:00–10:30	Welcome from Nebraska Wesleyan University President, Dr. Fred Ohles Morning session by Dr. Worling	10:00–12:15	Evidence-based Practice by Dr. McChargue (Includes 15 Minute Break)
10:30–10:45	Break		
10:45–12:15	Morning session continues		
12:15–12:30	Break	12:30–1:30	Working Lunch (carryout from Student Union) Dissemination of Motivational Interviewing in Nebraska Nebraska’s “Standardized Model” to assessments: Next Steps
12:30–1:30	Lunch provided Presentation by Dr. Viljoen*: <i>Assessing Risk for Violence in Adolescents Who Have Sexually Offended: Comparison of the ERASOR, J-SOAP-II, SAVRY, J-SORRAT-II, PCL-YV, and YLS/CMJ</i>		
1:30–3:00	Afternoon session with Dr. Worling	1:30–5:00	Supervision Skills: The 12 Core Functions of the Substance Abuse Counselor, by Dr. Herdman (Includes Two 15 Minute Breaks)
3:00–3:15	Break		
3:15–4:15	Afternoon session with Dr. Worling		

Learning Objectives

Learning objectives are statements that clearly describe what the learner will know or be able to do as a result of having attended the educational program or activity. Learning objectives must be *observable and measurable*. Learning objectives should (1) focus on the learner, and (2) contain action verbs that describe measurable behaviors.

•Verbs to consider when writing learning objectives:

- list, describe, recite, write
- compute, discuss, explain, predict
- apply, demonstrate, prepare, use
- analyze, design, select, utilize
- compile, create, plan, revise
- assess, compare, rate, critique

•Verbs to avoid when writing learning objectives

- know, understand
- learn, appreciate
- become aware of, become familiar with

Example of well-written learning objectives:

This workshop is designed to help you:

1. Summarize basic hypnosis theory and technique;
2. Observe demonstrations of hypnotic technique and phenomena;
3. Recognize differences between acute and chronic pain;
4. Utilize hypnosis in controlling acute pain;
5. Apply post-hypnotic suggestions to chronic pain; and
6. Practice hypnotic technique in dyads.

For programs that involve a variety of sessions (e.g., conferences, conventions, etc.), credit will be awarded on a session-by-session basis. Each individual session for which credit is awarded must have its own stated learning objectives and each session will be evaluated separately.

Promotional Materials

Applicants must submit copies of all program brochures and promotional materials. CE promotional materials must contain accurate and complete information, and must clearly indicate how participants may obtain the following information prior to enrolling in a CE program:

1. Learning objectives;
2. A description of the target audience and the instructional level of the activity (introductory, intermediate, or advanced);
3. Schedule/Agenda;
4. Cost, including all fees and the refund/cancellation policy;
5. Instructor credentials, including relevant professional degree and discipline, current professional position, and expertise in program content;
6. The number of CE credits offered for each activity;
7. A clear indication of any activities within a program that are not offered for CE credit.

The information listed above must be available to potential participants prior to enrollment. Sometimes it is not feasible to include all items in promotional materials (e.g., multi-session programs such as conferences, conventions, etc.). In cases where one or more of the above points is not included in promotional pieces, the means of obtaining this information must be provided (e.g., phone number, web site, etc.) in the promotional materials.

Multi-session, multi-disciplinary programs often contain some content that is not relevant to psychology or is otherwise inappropriate as CE for psychologists. In these cases, promotional and program materials must clearly indicate which sessions are available to psychologists for credit and which are not.

All programs for which NPA awards CEs for psychologists must be accessible to individuals with disabilities in accordance with the Americans with Disabilities Act. It is strongly recommended that all promotional materials include a statement advising participants with special needs whom to contact regarding any necessary accommodations.

Upon completion of a program co-sponsored with NPA, applicants must provide NPA with the number of psychologists and nonpsychologists in attendance. It is strongly recommended that this information be requested at time of registration and be included on all registration forms.

Applicants must make clearly evident prior to registration any known commercial support for CE programs or instructors. Any other relationships that could be reasonably construed as a conflict of interest also must be disclosed.

All programs for which NPA awards CEs for psychologists must include the following statement in all promotional materials:

“This program is co-sponsored by (Your Name) and the Nebraska Psychological Association. The Nebraska Psychological Association (NPA) is approved by the American Psychological Association to sponsor continuing education for psychologists. NPA maintains responsibility for this program and its content. Participants attending this program can receive _____ CEs. All questions, comments and complaints regarding CEs should be directed to NPA at 402-475-0709 or npa@nebpsych.org.”

Attendance Verification/Evaluations/CE Documentation

Applicants must indicate on the NPA CE Co-sponsorship Request Form how attendance is verified throughout the program. For programs that involve a variety of sessions (e.g., conferences, conventions, etc.), where credit is awarded on a session-by-session basis, each session must be evaluated separately and applicants must have a system for determining which sessions were attended (e.g., sign-in sheet, credit log, etc.). Full attendance is required for all CE programs, and applicants must have a method for ensuring full attendance (sign-in/sign-out sheets, room monitors, etc.). NPA is aware that individuals will, on occasion, arrive late or leave early from a CE program. Applicants should, within reason, evaluate each situation on a case-by-case basis when considering full attendance and the awarding of credit. An explanation of any variances of full attendance should be included with the materials submitted to NPA at the close of programs awarded CEs by NPA.

Copies of attendance verification (sign-in sheets, etc.) must be sent to NPA within 10 business days of completion of the approved program.

Evaluations

Applicants must collect an Evaluation Form from **EACH** individual receiving CEs awarded by NPA. CE Documentation Letters are not to be distributed to participants until an Evaluation Form has been received. NPA will provide applicants with the Evaluation Form to be used upon approval of the program. Completed Evaluation Forms must be sent to NPA within 10 business days of completion of the approved program. For programs where credit is offered on a session-by-session basis, a separate Evaluation Form is necessary for each session.

CE Documentation Letters

When a program has been approved for co-sponsorship, NPA will prepare CE Documentation Letters to be distributed to participants upon completion of the program, subject to full attendance. If the applicant would like to hand out the CE Letters at the close of the program, they need to provide NPA with a list of the psychologists registered 3 working days in advance of the start of the program. This list must be submitted electronically (e.g., Word, Excel or text format, with the following fields/columns - First Name, Last Name, Address, City, State, Zip, Phone, and Email if available). NPA will then prepare personalized CE Letters for each name submitted, and forward the letters as a pdf document to the applicant. It is the applicant's responsibility to print and distribute the CE Letters. A list of late registrants and walk-ins should be included in the materials sent to NPA within 10 business days of completion of the program. NPA will then prepare CE Letters for the late registrants and walk-ins, and forward the letters in a pdf file to the applicant for printing and distribution to attendees.

Applicant's Responsibilities Following a Co-sponsored Program

The following materials must be submitted to NPA within 10 business days following the completion of a program for which NPA has awarded CEs for psychologists:

1. Number of psychologists and nonpsychologists in attendance
2. Evaluation Forms
3. List of participants who received CE Documentation Letters
4. Copies of attendance verification. For programs where credit was offered on a session-by-session basis, documentation of attendance for each session must be submitted.
5. All CE Documentation Letters that were prepared in advance but not distributed because of participant cancellation or partial attendance.
6. An explanation of any variances of full attendance where CEs were provided
7. List of any late registrants or walk-ins needing a CE Documentation Letter

If you have any questions about submitting programs for co-sponsorship with NPA, please contact NPA at 402-475-0709 or npa@nebpsych.org. **Send CE Approval Requests to NPA at P.O. Box 6785, Lincoln, NE 68506; fax to 877-355-9234 or email to npa@nebpsych.org.**

Nebraska Psychological Association CE Co-sponsorship Request Form

Please complete a separate NPA CE Co-sponsorship Request Form for each program for which you are requesting CEs. For programs that include a variety of sessions (e.g., conferences, conventions, etc.) credit is awarded on a session-by-session basis, and a separate CE Co-sponsorship Request Form is required for each session. (Sponsors must have a system for determining which sessions were attended.) **Mail, fax or email Co-sponsorship Requests to: NPA, P.O. Box 6785, Lincoln, NE 68506; Fax: 877-355-9234; npa@nebpsych.org.**

Applicants MUST submit the following information and materials when seeking CEs for their programs:

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Program Title

Program Date(s)

Sponsor Information

Company

Contact Person

Address

Phone

Address

Fax

City

State

Zip

Email

Filing Fee Payment

Enclosed is Check # _____	Acct #: _____
Or please charge the \$50 Co-sponsorship Request Filing Fee to :	Exp: _____ Card Verification # _____
<input type="checkbox"/> VISA <input type="checkbox"/> Mastercard	Signature: _____

Faculty/Presenters Please list each faculty or presenter. A vitae for each must be attached.

_____ Vitae Attached _____	_____ Vitae Attached _____
_____ Vitae Attached _____	_____ Vitae Attached _____

Program Description/Agenda

1) Attach a complete agenda showing program times, including breaks taken.
(See Procedures and Instructions for sample agendas)

Length of Program (Total # of clock hours) _____

2) Provide a brief summary describing this program below.

Number of CEs Requested _____

Nebraska Psychological Association CE Co-sponsorship Request Form continued

Learning Objectives Attach separate page if additional space is needed. (See requirements and samples of Learning Objectives in Procedures/Instructions.)

Promotional Materials Attach copies of all program promotional materials. (See Procedures/Instructions for promotional material requirements.)

Attendance Verification Specify below how attendance is verified throughout the program. For programs that involve a variety of sessions (e.g., conferences, conventions, etc.) credit is awarded on a session-by-session basis, and sponsors must have a system for determining which sessions were attended.

\$150 Administration Fee is due upon co-sponsorship approval.

When the \$150 Administration Fee has been received, NPA will email to the applicant the Evaluation Form as a pdf document. For programs where credit is offered on a session-by-session basis, a separate Evaluation Form will be sent for each session. Applicants must collect an Evaluation Form from each individual receiving CE's.

NPA will also prepare CE Documentation Letters to be distributed to participants upon completion of the program, subject to full attendance. If the applicant would like to hand out the CE Letters at the close of the program, they must provide NPA with a list of the psychologists registered for the program 3 working days in advance of the start of the program. This list must be submitted electronically (e.g., Word, Excel or text format, with the following fields/columns - First Name, Last Name, Address, City, State, Zip, Phone, and Email, if available). Personalized CE Letters for each name submitted will be emailed as a pdf document to the applicant. It is the applicant's responsibility to print and distribute the CE Letters. CE Letters for late registrants and walk-ins will be sent to the applicant for distribution following the program.

Applicant's Responsibilities Following Co-sponsored Program

The following materials must be submitted to NPA within 10 business days following the completion of a program for which NPA has awarded CEs for psychologists:

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5. All CE Documentation Letters that were prepared in advance but not distributed because of participant cancellation or partial attendance.
6. An explanation of any variances of full attendance where CEs were provided
7. List of any late registrants or walk-ins needing a CE Documentation Letter (submitted electronically - see above)

I agree to uphold and abide by the requirements set forth in the Nebraska Psychological Association's CE Approval Request Procedures and Instructions, and accept and maintain responsibility for said requirements.

Name

Signature

Date

Questions about submitting programs for approval of CEs for psychologists, can be directed to NPA at 402-475-0709 or npa@nebpsych.org. **Send CE Co-sponsorship Requests to NPA at P.O. Box 6785, Lincoln, NE 68506; fax to 877-355-9234 or email npa@nebpsych.org.**