



North Carolina
PSYCHOLOGICAL ASSOCIATION

CONTINUING EDUCATION

MANUAL for CO-SPONSORSHIP

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NORTH CAROLINA PSYCHOLOGICAL ASSOCIATION
CONTINUING EDUCATION PROGRAM
CO-SPONSORSHIP POLICIES AND PROCEDURES MANUAL

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A. INTRODUCTION

In North Carolina, psychologists are required to complete a minimum of eighteen (18) hours of continuing education (CE) every two (2) years to maintain their license to practice. The North Carolina Psychology Practice Act (the Act) states that programs sponsored or co-sponsored by the American Psychological Association (APA), or APA approved sponsors, are acceptable to meet the mandatory CE requirements for psychologists licensed in North Carolina, provided that the program meets the other criteria for CE as described in the Act. (Please see the Act for further information:

<http://www.ncpsychologyboard.org/office/pdffiles/pracact.pdf>).

The North Carolina Psychological Association (NCPA) is approved by the APA as a sponsor of CE for psychologists and must approve any programs it co-sponsors. NCPA is responsible for assuring that all criteria of the APA CE Sponsor Approval Program are met for any presentations co-sponsored by NCPA. The requirements outlined in this manual are the requirements of the APA CE Sponsor Approval Program and must be adhered to by both NCPA and co-sponsoring organizations.

B. GOAL OF THE NCPA CONTINUING EDUCATION PROGRAM

The goal of the NCPA CE Program is to provide high-quality, accessible CE for psychologists and other mental health professionals throughout North Carolina. NCPA seeks to increase the professional competence of participants by teaching them new skills and knowledge, as well as refreshing already acquired knowledge.

Definition of Continuing Education for Psychologists*

Continuing education in psychology is an ongoing process consisting of formal learning activities that: **(1) are relevant to psychological practice, education, and/or science; (2) enable psychologists to keep pace with the most current scientific evidence regarding assessment, prevention, intervention, and/or education, as well as important relevant legal, statutory, leadership, or regulatory issues; and (3) allow psychologists to maintain, develop, and increase competencies in order to improve services to the public and enhance contributions to the profession.**

*From Standards and Criteria for Approval of Sponsors of Continuing Education for Psychologists, August 2015, American Psychological Association.

C. APPLICATION and APPROVAL PROCESS

Any co-sponsored CE program must meet all of the requirements outlined in this document, which is based on the APA CE approval system. An NCPA member must be involved in all stages of a co-sponsored event and is responsible for making sure that all requirements are met. Please use the CE Co-Sponsor checklist - **Appendix A** - to make the process as smooth as possible for both parties.

STEPS IN THE APPLICATION PROCESS

1. Read the NCPA CE Co-sponsorship Manual
2. Use the CE Sponsor Checklist
3. Complete the Initial Application
4. Submit Initial Application
5. If approved, sign Co-Sponsorship Agreement sent by NCPA
6. Submit promotion material, assuring that it meets all requirements
7. Assure throughout process that all requirements in manual are met
8. Submit the evaluation form, evaluation summary, labels and sign-in/sign-out material
9. NCPA sends letters of attendance

1. Initial Application Form & Fee

An initial application (see **Appendix B**) **MUST** be submitted to NCPA at least sixty (60) days before the date of the program and **MUST** be signed by an NCPA member who is participating in planning the activity. It must contain all of the elements listed in the application. Please send a copy by e-mail and then send in the signed copy with payment to the NCPA office. NCPA must have the signed copy before final approval can be given.

Once the application is received, it will be reviewed and a decision as to whether or not NCPA will co-sponsor the event will be made within ten (**10**) business days.

If the application is approved, the co-sponsoring entity may proceed, but must comply with all of the APA requirements listed in this manual. If the initial application is rejected, the letter of denial will include the reason for denial of the application.

A fee of \$200 for not-for-profit organizations/NCPA members and \$600 for all other organizations/individuals per event must accompany the initial application. All but a \$100 administrative fee will be refunded if the application is not approved.

2. References

Co-sponsoring organizations must submit with the initial application a minimum of **three (3)** references of ten (10) years or less for each presentation that relates to the subject matter of the program.

3. Co-Sponsorship Agreement

Upon approval of the application, NCPA will send a co-sponsorship agreement, which must be signed and returned to NCPA electronically or by mail.

4. Promotional Material

Promotional material **cannot** be distributed without prior approval by NCPA.

Co-sponsoring entities should allow ten (10) business days for review once the promotional material is submitted to the NCPA office.

All promotional materials for the event **MUST** include:

- A brief description of the material to be presented; **Appendix E**
- Learning objectives; **Appendix C**
- Target audience and the instructional level of the activity (introductory, intermediate, or advanced); **Appendix D**
- Presenter(s)' credentials, including relevant professional degree and discipline, current professional position, and expertise in program content; (**See Appendix E**);
- Schedule and format (including starting and ending hours);
- Cost, including any additional fees or expenses;
- Refund/cancellation policy;
- Attendance policy **Appendix G**;
- Number of CE credits offered for each activity;
- If the program is intended to meet ethics requirement, language stating this must be on the promotional materials; **See Appendix L**;
- Contact information for participants;
- A clear indication of any activities within a program that are not offered for CE credit;
- Any known commercial support for CE programs or presenters;
- Any other relationships that could be reasonably construed as a conflict of interest;
- Mandatory APA approval statement below; See **Appendix E**

MANDATORY STATEMENT - THIS EXACT LANGUAGE MUST BE ON ALL PROMOTIONAL MATERIALS:

“This program is co-sponsored by the North Carolina Psychological Association and (XXXX co-sponsoring organization). The North Carolina Psychological Association is approved by the American Psychological Association to sponsor continuing education for psychologists. NCPA maintains responsibility for this program and its content.”

D. PROGRAM EVALUATION AND AWARDING OF CREDIT

1. Evaluation and Evaluation Results

The co-sponsoring entity **MUST** provide an evaluation form to each participant, and each participant who wants CE credit must complete the evaluation.

Every individual evaluation form MUST contain the following two questions verbatim:

- 1) How much did you learn as a result of this CE program?
- 2) How useful was the content of this CE program for your practice or other professional development?

The co-sponsoring entity **MUST** provide NCPA with the aggregate results of the evaluations for each presentation rather than copies of the individual evaluation forms. See **Appendix K** for sample evaluation compilation.

2. Post-Program Submission of Materials to NCPA

Within twenty (20) business days after the CE activity, the co-sponsoring entity must submit to NCPA:

- The sign in/sign out sheets for each co-sponsored activity;
- A set of labels with the names and mailing addresses for all participants at the event;
- The number of psychologists attending and non-psychologists attending;
- Two (2) copies of each promotional material piece for the activity;
- Two (2) copies of the evaluation form(s). **See Appendix J1 & J2 – Sample Evaluation Forms;**
- The aggregate results of the evaluations. See **Appendix K – Sample Evaluation Summary;**
- Fee for Letters of Attendance:
 - \$6.00 per person per activity for not-for-profit organizations
 - \$10.00 per person per activity for for-profit organizations
- Please note that the per-person fee is per letter of attendance issued. For example, if a person attends a three-hour course in the morning and different three-hour course in the afternoon, there will be two (2) letters of attendance and a \$6 fee for each. If a person attends a 12-hour course of two (2) days, there is one (1) letter of attendance and one \$6 fee.

Letters of Attendance will NOT be issued until NCPA receives all of this information and the fees are paid.

E. INSTRUCTIONAL PERSONNEL AND PROGRAM CONTENT

1. Instructional Personnel

Co-sponsoring organizations must select instructors that respect cultural, individual, and role differences, including those based on age, gender identity, race, ethnicity, culture, national origin, religion, sexual orientation, disability, language, and socioeconomic status.

Although it is not required that instructors be psychologists, they must have expertise and be competent in the area in which they teach. Expertise might be demonstrated by some combination of the following: relevant education experience such as holding a doctoral degree in psychology, review of records of previous teaching experiences, years of clinical experience, publications in areas relevant to the content being taught, evaluation forms from previously offered programs, personal knowledge of the instructor's teaching ability, and references.

2. Program Content

CE programs should be relevant to psychological practice, theory and method for psychologists. Co-sponsoring organizations must adhere to the following principle and criteria:

“The content of CE is the crucial component intended to maintain, develop, and increase conceptual and applied competencies that are relevant to psychological practice, education, and science. All CE programs offered for CE credit for psychologists must comply with Standard D criteria, and be grounded in an evidence-based approach. Continuing education programs that are focused on application of psychological assessment and/or intervention methods must include content that is credibly supported by the most current scientific evidence. Continuing education programs may also provide information related to ethical, legal, statutory or regulatory policies, guidelines, and standards that impact psychology.

CRITERIA

1. Sponsors must document that the content of each CE program meets one of the following:
 - 1.1 Program content focuses on application of psychological assessment and/or intervention methods that have overall consistent and credible empirical support in the contemporary peer reviewed scientific literature beyond those publications and other types of communications devoted primarily to the promotion of the approach;
 - 1.2 Program content focuses on ethical, legal, statutory or regulatory policies, guidelines, and standards that impact psychological practice, education, or research;
 - 1.3 Program content focuses on topics related to psychological practice, education, or research *other than* application of psychological assessment and/or intervention methods that are supported by contemporary scholarship grounded in established research procedures.
2. Sponsors are required to ensure that instructors, during each CE presentation, include statements that describe the accuracy and utility of the materials presented, the empirical basis of such statements, the limitations of the content being taught, and the severe and the most common risks.
3. Sponsors must offer program content that builds upon the foundation of a completed doctoral program in psychology.
4. Sponsors must be prepared to demonstrate that content is relevant to psychological practice, education, and/or science.
5. Sponsors must have a process to identify any potential conflict of interest and/or commercial support for any program offered, and they must clearly describe any commercial support for the CE program, presentation, or instructor to program participants at the time the CE program begins. Any other relationship that could be reasonably construed as a conflict of interest also must be disclosed. Individual presenters must disclose and explain the presence or absence of commercial support or conflict of interest at the time the CE program begins.”

*From Standards and Criteria for Approval of Sponsors of Continuing Education for Psychologists, August 2015, American Psychological Association

For programs that will be offered as ethical/legal presentations, refer to **Appendix L** for guidelines for these presentations.

3. References

Co-sponsoring organizations must submit for each presentation a minimum of **three (3)** references of ten (10) years or less that relate to the subject matter of the workshop with the initial application for co-sponsorship.

4. Learning Objectives

Co-sponsor organizations must have predetermined learning objectives for every CE program. Learning objectives should clearly define what the participant will know or be able to do as a result of having attended the program, and these objectives must be stated in measurable terms.

The number of learning objectives required is based on the duration of the program:

One to three hours program = three-four learning objectives

Four to seven hour program = five to six learning objectives

Make sure that you refer to: **Appendix C**

F. OTHER MANDATORY POLICIES and PROCEDURES

1. Attendance Policy

The co-sponsoring entity must provide assurance that no sign-in will be allowed for anyone who arrives more than fifteen (15) minutes after the beginning of the program, and no one will be allowed to sign the sign-out sheet prior to the close of the activity. *No credit will be given for partial attendance.*

The co-sponsoring entity must provide a mechanism for participants to sign in at the beginning of the program, sign in after the lunch break if the afternoon session is a continuation of the morning session, and sign out at the close of the program. See **Appendix F** for a sample sign in/sign out sheet. See **Appendix G** for Attendance Policy.

Letters of Attendance will be issued by NCPA within twenty (20) business days of receiving the sign-in/sign out sheets, as well as a set of labels containing the names and addresses of all participants. Letters of Attendance will only be issued if the co-sponsoring organization has met all of the requirements for co-sponsorship.

2. Accessibility and Special Accommodations, Grievance Policies

The co-sponsoring entity must comply with NCPA's Accessibility and Grievance policies. See **Appendix H** and **Appendix I**.

If special requests are received, it is the responsibility of the co-sponsoring entity to make the necessary arrangements (i.e., provide assistance to visually impaired registrants or provide sign language interpreters, provide large-print handouts, etc.).

The co-sponsor and NCPA must be alerted of any participant complaints in a timely manner. The complaints will be dealt with on an individual basis in a reasonable, ethical and timely fashion using the NCPA CE Grievance Policy – **Appendix I**.

3. Standards for Awarding CE Credit

Continuing education programs must be at least one hour in length. Credit can be given in a half-hour increment after the initial hour (i.e., 1 hour and 30 minutes equals 1.5 credits) if that is the intended and stated duration of the CE event. There is no partial credit for participants who attend only a portion of the entire duration of a CE activity. Participants must stay for the entire stated duration of the program or forfeit their CE credit altogether.

NCPA will keep a record of attendance for at least five (5) years after a CE activity.

4. Ethical Standards

Co-sponsored CE activities should conform to the highest ethical standards available to psychologists. Presenters must comply with the most recent edition of the *APA Ethical Principles of Psychologists*. <http://www.apa.org/ethics/code/index.aspx>

Ways in which CE activities must adhere to APA's Ethics Code are:

- Demonstrations or procedures carried out by presenters must conform to the highest ethical and professional standards as currently established by *APA's Ethical Principles of Psychologists*;
- Claims made that imply new, innovative, or breakthrough types of findings should be defined as such and may require substantiation via empirical data;
- There shall be no discrimination when selecting participants selecting presenters;
- Presenters shall be chosen for their expertise to meet specific needs of participants. Both men and women are selected to present. No selection of presenters is made on a basis of their gender, race, or other individual differences;
- Ensure the security of tests and proprietary information, and the confidentiality of individuals and organizations. Confidentiality of instructional materials shall be respected. Workshop records are kept in the NCPA office and are not open to the public. Only the CE administrator, NCPA staff and CE Committee members shall have access to those records.
- Workshop participants should be informed if a presentation may be particularly stressful or upsetting.

G. APPENDIX:

Co-Sponsor Checklist	A
Initial Application for Co-Sponsorship	B
Learning Objective Guidelines	C
Target Audience and Instructional Levels	D
Sample Promotional Material	E
Sample Sign In/Sign Out Sheet	F
Attendance Policy	G
Accessibility Policy	H
Grievance Policy	I
Sample Evaluation Form On-Line	J1
Sample Evaluation Form Paper	J2
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Guidelines for Ethical/Legal Presentations	L