



North Carolina
PSYCHOLOGICAL ASSOCIATION

CONTINUING EDUCATION PROGRAM

P O L I C I E S & P R O C E D U R E S
M A N U A L

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NORTH CAROLINA PSYCHOLOGICAL ASSOCIATION

CONTINUING EDUCATION PROGRAM POLICIES AND PROCEDURES MANUAL

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NOTE – if you planning to co-sponsor a continuing education program with NCPA please read the manual in its entirety. Particular information about co-sponsorship begins with C on page 4. Co-sponsors must meet all of the requirements contained in this document.

A. Goals of the NCPA Continuing Education Program

The goal of the NCPA Continuing Education program is to provide high-quality, accessible continuing education for psychologists and other mental health professionals throughout North Carolina. NCPA seeks to increase the professional competence of attendees by teaching them new skills and knowledge, as well as refreshing already acquired knowledge. The NCPA Continuing Education Committee strives to select presenters who are regarded as well qualified in their field, and who are known for being excellent speakers. NCPA makes every attempt to acknowledge and recognize the specific CE needs of psychologists in North Carolina. Workshops are held in different parts of the state so that psychologists throughout the state will have opportunities to attend continuing education in or near their home community.

Definition of Continuing Education for Psychologists*

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.**

Continuing education builds upon a completed doctoral program in psychology. It is **not** a substitute for the basic academic education and training needed for entry to the field of psychology, **nor** should it be the primary vehicle for career changes from one APA-recognized specialty area (e.g. clinical, counseling, school psychology) to another.

*From Standards and Criteria for Approval of Sponsors of Continuing Education for Psychologists, February 2009, American Psychological Association

B. Administration, Planning and Development

It is the responsibility of the NCPA Continuing Education Committee to assess the continuing education needs of psychologists and to organize such educational events as may meet these needs. NCPA is approved as a sponsor of continuing education for psychologists under the APA Continuing Education Sponsor Approval System.

The Continuing Education Committee is a standing committee of NCPA. The Chair or Co-Chairs of the Committee are members of the NCPA Board of Directors. The Chair or Co-Chairs lead a committee comprised of psychologists from throughout the state to plan NCPA's continuing education offerings.

The Executive Director of the North Carolina Psychological Association is the administrator of the NCPA Continuing Education Program. The administrator keeps abreast of the current APA Criteria and Procedures Manual in order to maintain compliance, and works in conjunction with the CE Committee to make sure all rules and procedures are adhered to during the development and planning of workshops.

C. Co-Sponsorship of Continuing Education Programs

NCPA may co-sponsor a CE activity with an outside individual or organization. Any co-sponsorship must meet all of the requirements outlined in this document which is based on the APA Continuing Education approval system. An NCPA member must be involved in all stages of a co-sponsored event and takes responsibility to assure that all requirements are met. Please use **Attachment A - CE Co-Sponsor Checklist** to make the process as smooth as possible for both parties.

Initial Application

An initial application (see **Attachment B-Initial Application**) **MUST** be submitted to NCPA at least 60 days before the date of the workshop and **MUST** be signed by an NCPA member who is participating in planning the activity. Please send a copy by e-mail and then mail the signed copy with payment to the NCPA office. We must have the signed copy before final approval can be given.

Once the initial application is received, it will be reviewed and a decision made within ten (**10**) business days from the day of receipt of the completed application in the NCPA office.

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

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.

Co-Sponsorship Agreement

Upon approval of the initial application, NCPA will send a co-sponsorship agreement which must be read, signed and returned to NCPA by return mail to signify acceptance of the terms of the agreement and adherence to NCPA's continuing education policies. The agreement (see **Attachment C – Co-Sponsor Agreement** for sample) covers:

- Program Planning
- Site Selection
- Program Selection
- Promotional Materials
- Evaluation

- Attendance Requirements
- Awarding of CE Credits
- Financial Arrangements
- Miscellaneous - accessibility policy, grievance policy and assuring compliance with APA Ethical Principles of Psychologists

The agreement will be sent to the co-sponsoring entity after approval of the Initial Application.

Promotional Material

No promotional material can be distributed without approval by NCPA or prior to signing the co-sponsorship agreement. All promotional materials for the event must include:

- brief description of the material to be presented
- educational objectives – **See Attachment D - Learning Objectives**
- target audience and the instructional level of the activity (introductory, intermediate, or advanced) **See Attachment E – Target Audience and Instructional Level**
- presenters' credentials, including relevant professional degree and discipline, current professional position, and expertise in program content
- schedule and format (including starting and ending hours)
- cost, including any additional fees or expenses
- refund/cancellation policy
- attendance policy
- number of continuing education credits offered for each activity
- if the program is intended to meet ethics requirement that must be included
- contact information
- 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 (See **Attachment F – Sample Promotional Material**)

Mandatory Statement:

“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.”

See **Attachment F – Sample Promotional Material** for an example of promotional materials and items that must be included in all promotional materials including the **mandatory co-sponsorship statement**. All promotional materials **must be approved by NCPA** prior to distribution. Sponsoring entities should allow 10 business days for review once the promotional material is submitted to the NCPA office.

References

NCPA and co-sponsoring organizations must have presenters submit three to four references that relate to the subject of the workshop to be presented. This is on the initial application for co-sponsorship. . (See page 2 of **Attachment O – Sample Speaker Planning Sheet**)

Attendance Policy

The co-sponsoring entity must provide a mechanism for attendees to sign in at the beginning of the program, sign in after the lunch break if it is all day and sign out at the close of the program. See **Attachment G** - for a sample sign in/sign out sheet. See **Attachment H** for a sample Attendance Policy.

The co-sponsoring entity must provide assurance that no sign-in will be allowed for anyone who arrives more than 15 minutes after the beginning of the program, and provide assurance that 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 actual 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. NCPA will only issue letters of attendance verifying continuing education credit as a continuing education sponsor if the co-sponsoring organization has meet all of the requirements for co-sponsorship as outlined in the NCPA Continuing Education Manual.

Other Policies

The co-sponsoring entity must comply with NCPA's Accessibility and Grievance policies. See **Attachment I – Accessibility Policy** and **Attachment J – Grievance Policy**.

Evaluation Results

The co-sponsoring entity must provide NCPA with the results of the evaluation form for each presentation. This **MUST** be done with aggregate data rather than individual copies of the evaluation forms. See **Attachment L** for sample evaluation compilation.

Awarding of Credits/ Submission of Materials

Within twenty (20) business days after the continuing education 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 attendees at the event
- The number of psychologists attending and non-psychologists attending
- 2 copies of each promotional material piece for the activity
- 2 copies of the evaluation form(s) (See **Attachment K – Sample Evaluation Form**)
- The aggregate results compilation of the evaluation forms. (See **Attachment L – Sample Evaluation Summary**)

Before credits are awarded, NCPA must have received all of this information.

Within twenty (20) business days of receipt of this information, the NCPA Office will send to all eligible participants a Letter of Attendance (See **Attachment M – Sample Letter of Attendance**) that specifies the name of the offering, the sponsoring entities, the date, and the number of credits received from NCPA as a sponsor of continuing education. No credit will be awarded for partial attendance.

Fees

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.

Within twenty (20) business days of the completion of the continuing education activity, the co-sponsoring organization must submit a fee of \$6.00 per person per activity for not-for-profit organizations/NCPA members or \$10.00 per person per activity for for-profit organizations for each person who is to receive a Letter of Attendance from NCPA which verifies that continuing education credit is awarded. No Letters of Attendance will be sent unless this fee is paid.

The per-person fee is per letter of attendance issued. For example, if a person attends a three-hour course in the morning and a different three-hour course in the afternoon, there will be two letters of attendance and a \$6 fee for each. If a person attends a 12-hour course of two days, there is one letter of attendance and one \$6 fee.

PLEASE READ THE RE-MAINDER OF THIS MANUAL as all of it applies to both NCPA and Co-Sponsoring organizations.

D. Facilities and Special Accommodations

Facilities where NCPA or a co-sponsor holds continuing education activities must provide adequate space for the kind of educational methodology used and be private enough to safeguard confidentiality of case material or work samples. It is recommended that a classroom style arrangement be used for all workshops.

All facilities for CE programs must be accessible to those who are physically challenged according to the requirements of the Americans with Disabilities Act. (see **Attachment I – Accessibility Policy**)

If special requests are received, NCPA is responsible for making the necessary arrangements for programs it solely sponsors. If a program is co-sponsored, 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.).

E. Program Selection and Development

Continuing education offerings are based on interests and needs that have been identified through solid assessment procedures undertaken by the CE Committee or the co-sponsoring organization.

The procedures used by NCPA include:

- Regular needs assessment surveys sent out to members and others. (See **Attachment N – Sample Needs Assessment**)
- Evaluation forms at each workshop which asks participants which topics they would like to see covered in future workshops. (See **Attachments K – Sample Evaluation Form & Attachment L – Sample Evaluation Summary**)
- A search of current literature and survey of other continuing education events by CE Committee members
- For NCPA programs, input from the NCPA and NCPF Board of Directors and others

Co-sponsoring organizations should use these or other means to assess need and develop programs.

Target Audience

The target audience for most NCPA continuing education events is licensed psychologists and other licensed mental health professionals. Other groups may be

invited to certain workshops if appropriate (such as teachers, substance abuse counselors, or attorneys). (See **Attachment E – Target Audience & Instructional Level**)

Both NCPA and co-sponsored offerings **MUST** be at an appropriate level for psychologists to be considered for approval.

For NCPA:

Solicitations from potential presenters will be forwarded to the Continuing Education Committee for their consideration.

The Continuing Education Committee discusses what topics are currently prevalent in the field and tries to select a diverse number of topics to cover during the year in order to satisfy a broad range.

F. Instructional Personnel

Instructors are selected based on the following criteria:

- teaching ability
- competence in area of instruction
- advanced degrees (usually a doctorate)
- competency to teach the program content at a level that builds upon a completed doctoral program in psychology.

Review of past presentations, reputation, personal knowledge, and references are also important.

NCPA and 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.

G. Curriculum Content/Learning Objectives

NCPA and co-sponsored continuing education programs should be relevant to psychological practice, theory and method for psychologists. The Continuing Education Committee or the co-sponsoring entity determines the presenter and the topic of the workshops.

NCPA and co-sponsoring organizations must select develop programs 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.

For NCPA sponsored activities, the NCPA Office will send a planning form to each presenter which includes the title, description and learning objectives for the offering as well as a summary of the presenter's qualifications. (See **Attachment O – Sample Planning Sheet for Speakers**) A member of the NCPA CE Committee is designated to coordinate with each presenter to finalize the details of the presentation. The educational objectives are reviewed and are either accepted or sent back to the presenter for further development. A letter and speaker agreement are sent to presenters before the workshop to clarify the expectations of NCPA regarding their presentation. (See **Attachment P – Sample Letter to Presenter and Attachment Q – Sample Speaker Agreement**)

A checklist for speakers is provided in **Attachment R – Speaker Checklist**

NCPA and co-sponsoring organizations must adhere to the following principle and criteria.

PRINCIPLE

The content of continuing education is the crucial component of programs intended to maintain, develop, and increase conceptual and applied competencies that are relevant to psychological practice, education, and science. CE programs may include content related to well-established psychological principles, or may be based on content that extends current theory, method, or practice. CE programs may provide information related to ethical, legal, statutory or regulatory policies, guidelines, and standards that impact psychology.

CRITERIA

1. Sponsors must be prepared to demonstrate that information and programs presented are based on a methodological, theoretical, research, or practice knowledge base. This requirement must be met by at least one of the following:
 - 1.1. Program content has obtained credibility, as demonstrated by the involvement of the broader psychological practice, education, and science communities in studying or applying the findings, procedures, practices, or theoretical concepts;
 - 1.2. Program content has been supported using established research procedures and scientific scrutiny;
 - 1.3. Program content has peer reviewed, published support beyond those publications and other types of communications devoted primarily to the promotion of the approach;
 - 1.4. Program content is related to ethical, legal, statutory or regulatory policies, guidelines, and standards that impact psychology.
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 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, or science.
 5. Sponsors 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.

*From Standards and Criteria for Approval of Sponsors of Continuing Education for Psychologists, February 2009, American Psychological Association

References

NCPA and co-sponsoring organizations must have presenters submit three to four references that relate to the subject of the workshop to be presented. This is on the initial application for co-sponsorship. (See page 2 of **Attachment O – Sample Speaker Planning Sheet**)

Learning Objectives

NCPA and co-sponsor organizations must have predetermined learning objectives for every program for CE. 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. There must be two to three for a three-hour program, three to four for a four-hour program, and five to six for a six-hour program. See **Attachment D - Guidelines for Learning Objectives**.

H. Program Evaluation

NCPA or the co-sponsoring entity must provide an evaluation form at each CE activity. (See **Attachment K – Sample Evaluation Form**) **NOTE** – every individual evaluation form must contain the following question: **“How much did you learn as a result of this CE program?”**

All participants must return an evaluation form at the end of the workshop or complete an on-line evaluation. **No credit will be awarded if an evaluation is not completed.** Co-sponsoring entities must provide NCPA with the aggregate results of the evaluation form for each presentation. See **Attachment L – Sample Evaluation Summary**. The NCPA CE Committee and co-sponsoring entities must analyze the results of evaluations, use this information for future program planning, and share the results with the presenters.

I. Standards for Awarding Credit

NCPA offers Continuing Education letters of attendance to participants who attend NCPA or co-sponsored CE activities in their entirety. Credit is given in whole – one credit per one hour of instructional time. CE 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). There is no partial credit for attendees who attend only a portion of a CE activity. Attendees must stay for the entire workshop or forfeit their CE credit.

NCPA will keep a record of attendance in the central office for at least three years after a CE activity.

All attendees must sign in upon arrival at the beginning of an activity, must sign back in after the lunch break (if applicable), and must be present and sign out at the end of the activity for credit to be awarded. **ALL participants must complete evaluation forms in order to receive a letter of attendance.**

For NCPA activities letters of attendance are mailed after completion of the on-line evaluation. For co-sponsored activities, letters of attendance will be mailed by NCPA to those participants who have completed the requirements. See **Attachment M – Sample Letter of Attendance.**

J. Ethics

NCPA and 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*. If they need a copy of the Ethical Principles, NCPA will supply them with one. 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 attendees. 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.
- Presenters and/or a co-sponsoring entity must inform NCPA of any affiliations (such as with pharmaceutical manufacturers) which could present a conflict of interest or ethical issue.

(See **Attachment P – Sample Letter to Presenter**)

The CE Committee will 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 Continuing Education Grievance Policy (See **Attachment J – Grievance Policy**).

K. Promotion and Advertising of Programs

Participants must have access to the following information prior to enrolling in NCPA or co-sponsored CE activities:

- brief description of the material to be presented
- educational objectives
- target audience and the instructional level of the activity (introductory, intermediate, or advanced)
- presenters' credentials, including relevant professional degree and discipline, current professional position, and expertise in program content
- schedule and format (including starting and ending hours)
- cost, including any additional fees or expenses
- refund/cancellation policy
- attendance policy
- number of continuing education credits offered for each activity
- contact information
- 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 (See **Attachment F- Sample Promotional Material**)

This information must be included on the promotional materials created by NCPA or any co-sponsoring entity. (See **Attachment F- Sample Promotional Material**)

The following APA approval statement MUST be included in any promotional material:

“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.”

L. ATTACHMENTS:

Initial Application for Co-Sponsorship	A
Co-Sponsor Checklist	B
Co-Sponsor Agreement	C
Learning Objective Guidelines	D
Target Audience and Instructional Levels	E
Sample Promotional Material	F
Sample Sign In/Sign Out Sheet	G
Attendance Policy	H
Accessibility Policy	I
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Sample Evaluation Form	K
Sample Evaluation Summary	L
Sample Letter of Attendance	M
Sample Needs Assessment Survey	N
Institute Planning Sheet for Speakers	O
Letter to Presenter	P
Speaker Agreement	Q
Speaker Checklist	R