

Co-sponsorship Check List

Please be sure the following is done or completed. To qualify for Continuing Education Credits with the North Carolina Psychological Association (NCPA) as the co-sponsor of your event.

Please note: Brochure/flyer you will be using for the event **MUST** be emailed to Carol Kulwicki carol@ncpsychology.org for it to be reviewed for approval

Printed and reviewed Co-sponsorship requirements for Category A CE Credit
(Continuing Education section of our website towards the bottom) www.ncpsychology.org

Application (sent via email) completed and be sure the following are noted -

- Steps 1 - 13 are completed
- # of CE hours requested (must be listed allowing for 15 minute breaks and lunch)
- NCPA member listed
- Initial application fee sent (\$200 not for profit or \$600 for profit)
with note stating the workshop/conference to be co-sponsored to:
NCPA 1004 Dresser Court; Suite 106 Raleigh, NC 27609

Continuing Education Statement must be in promotional material as stated below.

The program is co-sponsored by the North Carolina Psychological Association and the XXXXXXXXXXXXXXXX. The North Carolina Psychological Association is approved by the American Psychological Association to sponsor continuing education for psychologists. The North Carolina Psychological Association maintains responsibility for this program and its content. This program is offered for (XX) hours of continuing education credit.

Attendance Policy must be included in promotional material as noted below.

ATTENDANCE POLICY - To receive credit, you must be present for the entire session, and you must sign the sign-in and sign-out sheets. No credit will be given to participants who are more than 15 minutes late at the beginning of any session. No credit will be given to participants who leave before the close of a session.

Other information needed in Promotional Material: (examples are in CE section of website)

1. educational objectives
2. participants and skill levels for which the program is appropriate
3. schedule and format (including starting and ending hours)
4. cost, refund/cancellation policy, and any additional fees or expenses
5. presenters' credentials (for each presenter)
6. a minimum of 3 references per speaker for each workshop/conference/grand rounds/etc
7. number of continuing education credit hours offered for the workshop/conference/grand rounds/etc

Agreement letter -

- Signed
- Dated
- Returned to NCPA

Note: Please inform attendees prior to and at the workshop/conference that CE documents of attendance will be mailed within 20 business days from the time NCPA receives the materials from the host of the workshop/conference. If NCPA is not able to do this within the 20 business days (because of other activities/work) the host will receive an email letting them know when the CE document of attendance will be mailed.

After the Co-sponsored Event:

- \$6 per CE letter issued (non profit) \$10 CE letter issued (for profit)
- Sign In/Out Sheets (showing clearly that person has signed in and out)
- 2 Copies of Promotional Materials (brochure/flyer) (also email copy to Carol)
- 2 Clean copies of evaluation form used
- Important:** How many are psychologists/non-psychologists that attend
- Evaluation **compilation** of the event by attendees (also email to Carol)
Important: Evaluation **must** be completed to receive CE, all participants should complete evaluation whether they want CE or not
- Mailing labels for those wanting and paying for CE letter