

APPENDIX D

Guidelines for Target Audience and Instructional Level

CO-SPONSORS - Please include the Target Audience and the Instructional Level (Basic, Intermediate or Advanced) for each speaker when you submit a flyer/brochure/workshop for NCPA to co-sponsor. The co-sponsorship will not be approved without this information. Please use the information below to assist speakers in providing target audience and instructional level. When NCPA is requesting information from a speaker, the information below is sent to them to assist in determining the Target Audience Classification.

Target Audience

The target audience for NCPA and co-sponsored continuing education events is licensed psychologists and other licensed mental health professionals. All programs **MUST** be at an appropriate level for psychologists to be considered for approval.

Speaker Guidelines for Determining the Workshop's Instructional Level

Thank you for your willingness to present to our membership. In order to enhance our members' ability to select presentations that will most meet their needs, we categorize each offering as "Basic", "Intermediate", or "Advanced", as a function of the type of material that will be presented and the expertise/knowledge that the audience should have prior to attending the workshop/institute. Please carefully review your topic and presentation materials and select the category from the three described below which best categorizes your topic. The information below is intended to serve as a guideline. Members of the Program/CE committee are available to help you determine which category best describes your presentation at your request.

- ❖ **"Basic"**: This best describes a topic or issue that the prospective audience is encountering for the first time in a meaningful way. In a "Basic" workshop/institute:
 - The audience is introduced to the topic and/or technique
 - It is appropriate to review DSM criteria
 - The presenter can expect people in the audience who have become interested without experience
 - The audience will expect more background information on the topic/issue, theoretical foundation, etc.

- ❖ **"Intermediate"**: This best describes a topic or issue that the audience likely has a theoretical foundation for understanding and/or a working knowledge of the DSM criteria. In an "Intermediate" workshop/institute:
 - It is appropriate to provide a very brief review of the DSM
 - The presenter can expect questions based on experience of the participants
 - It is appropriate to include audience participation in case studies

- ❖ **"Advanced"**: This best describes a topic or issue about which the audience has significant knowledge and/or experience with the subject area. In an "Advanced" workshop/institute:
 - It is appropriate to include a demonstration, use role play, etc., in other words more experiential or *in vivo* learning
 - The audience will expect you to introduce and discuss "cutting edge" issues related to the topic