

APPENDIX G

NORTH CAROLINA PSYCHOLOGICAL ASSOCIATION

POLICY AND PROCEDURE MANUAL

NO. A-16

DATE APPROVED BY BOARD OF DIRECTORS: January 23, 2015

TOPIC: ATTENDANCE AT CONTINUING EDUCATION OFFERINGS

OBJECTIVE/BACKGROUND:

To establish a policy regarding attendance at continuing education offerings to be eligible to receive continuing education credit.

PROCEDURES:

- I. To be eligible to receive a continuing education letter of attendance for credit, a participant must attend the entire institute or workshop that is offered for credit.
- II. No partial credit will be given.
- III. No credit will be given to participants who are more than 15 minutes late at the beginning of any segment of a continuing education offering. No credit will be given to those participants who leave more than 15 minutes before the end of the presentation.
- IV. To receive credit, a participant must sign the sign-in/sign-out sheet for each segment of an offering where sign-in/sign-out is required for attendance.
- V. NCPA Staff do not have the authority to waive this policy.