

## APPENDIX A

### Co-sponsorship Check List for Category A CE Credits

Please be sure the following steps are completed throughout the co-sponsor process.

**NOTE: The brochure/flyer you will be using for the event MUST be emailed to Karen Gray at [karen@ncpsychology.org](mailto:karen@ncpsychology.org) for review and approval before distribution.**

- Printed and reviewed NCPA's CE Co-Sponsorship Manual for Category A CE Credit**  
(Go to [www.ncpsychology.org](http://www.ncpsychology.org) and click on the Continuing Education tab to locate CE Manual)
- Initial Application completed and sent** via email to Sally Kulwicki being sure the following are noted:
  - Steps 1-11 of application are completed
  - Number of CE hours requested must be listed allowing for 15-minute breaks and lunch
  - NCPA member responsible for program listed and has signed the application
  - Initial application fee (\$200 not for profit or \$600 for profit) sent to:  
NCPA, 1004 Dresser Court, #106, Raleigh, NC 27609
- Promotional Material contains all required elements and is approved by NCPA prior to distribution**
  - 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 required in Promotional Material: (examples are in CE manual on website)**
    1. description of the program to be offered - see Appendix E
    2. learning objectives - see Appendix C
    3. participants and skill levels for which the program is appropriate - Appendix D
    4. schedule and format (including starting and ending hours) - see Appendix E
    5. cost, refund/cancellation policy, and any additional fees or expenses
    6. presenters' credentials (for each presenter) - see Appendix E
    7. a minimum of 3 references in the last 10 years for each separate presentation
    8. number of continuing education credit hours offered for each separate presentation
- Co-Sponsor Agreement letter**  Signed  Dated  Returned to NCPA  
**Note: Please inform participants prior to and at the workshop/conference that documentation 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, the host will receive an email letting them know when the CE document of attendance will be mailed.**
- After the Co-sponsored Event, this information to be sent to NCPA:**
  - \$6 per CE letter to be (nonprofit) \$10 CE letter to be (for profit)
  - Sign In/Out Sheets (showing clearly that person has signed in and out) - See Appendix F
  - 2 Copies of Promotional Materials (brochure/flyer) (**also email copy to Karen**)
  - 2 Clean copies of evaluation form used
  - Participant numbers: **Important:** How many total psychologists/non-psychologists that attended, even if they **did not** complete an evaluation for credit
  - Evaluation compilation of the event by participants (**also email to Karen**) - see Appendix K  
**Important:** Evaluation **must** be completed to receive CE credit; all participants should complete evaluation regardless of CE credit
  - Mailing labels for those paying for CE letter of attendance