

ATTACHMENT B

AGREEMENT FOR CO-SPONSORSHIP BETWEEN THE NORTH CAROLINA PSYCHOLOGICAL ASSOCIATION AND Xxx (other sponsor)

The program entitled **(insert name of program)** to be offered on **(insert date)** will be co-sponsored by the North Carolina Psychological Association and **XX (insert other sponsor name)**.

The North Carolina Psychological Association is approved by the American Psychological Association to offer continuing education for psychologists. The North Carolina Psychological Association maintains responsibility for this program and its content, and will be involved in all aspects of program planning. The **XX (insert other sponsor name)** must adhere to the *American Psychological Association Ethical Principles of Psychologists* in the delivery of this program.

The North Carolina Psychological Association will not lend or transfer its approval status to **XX (insert other sponsor name)**. The **XX (insert other sponsor name)** is not permitted to act as an approval body and is not allowed to state that it in turn, is approved by APA.

The **(insert other sponsor name)** will comply with all of the requirements stated in the NCPA Continuing Education manual.

PROGRAM PLANNING

The planning committee for **XX (insert title of the program)** will include at least one member of NCPA as an integral part of the planning committee. The planning committee will perform the following responsibilities:

Site Selection

The planning committee selects the date, location and meeting site for program. The planning committee will assure that the location meets NCPA's guidelines for accessibility.

Program Selection

The **XX (insert name of co-sponsor)** will select the topics and speakers for the program based on its needs survey of psychologists and on prior experience offering workshops.

The planning committee will obtain from the speaker information on the topics for presentation and the learning objectives, as well as the information about the speaker that can be used to prepare the promotional materials. A copy of the program planning sheet will be provided to NCPA.

The planning committee will negotiate fees and other expenses (if any) with each speaker, and will obtain from each speaker a signed letter of agreement outlining the terms of the financial arrangements as well as other arrangements, including agreement to abide by the APA *Ethical Principles of Psychologists*.

The planning committee will adhere to all of the requirements regarding program selection as stated in the NCPA Continuing Education manual.

Promotion

The planning committee will publicize the workshop through print or electronic material describing the offering in detail including learning objectives, registration deadline (if any), cost (if any), and refund policies (if applicable) in accordance with promotional guidelines established by NCPA. Promotional materials must be approved by NCPA before being disseminated. It must contain the approved APA statement regarding sponsorship of the program. The planning committee will adhere to all of the requirements for promotional material as stated in the NCPA Continuing Education Manual.

EVALUATION

The planning committee will provide each participant with an evaluation form based, in part, on the learning objectives of the workshop. The form will also include feedback on the presenter(s) and participant satisfaction. A compilation of the evaluation results will be submitted to NCPA.

ATTENDANCE AND AWARDING OF CREDIT

The planning committee will provide a sign-in and sign-out mechanism regarding attendance of participants and will comply with all attendance policies. Awarding of CE credits will be based on attendance. A letter of attendance will be mailed by NCPA to each participant who meets NCPA's attendance requirements.

FINANCIAL ARRANGEMENTS

NCPA bears no financial responsibility for this program. All receipts from the program will be kept by **XX (insert name of co-sponsor)**. An initial application fee of \$100 for not-for-profits/NCPA Members and \$500 for for-profits must accompany the initial application fee. All but \$50 will be returned if the application is not approved. A fee of \$3 per registrant for not-for-profits and \$5 per registrant for for-profits will be paid to NCPA by **XX (insert name of co-sponsor)** to cover the cost of producing and mailing the letters of attendance after the workshop.

MISCELLANEOUS

The **XX (insert name of co-sponsor)** agrees to follow the attendance, accessibility and grievance policies of the North Carolina Psychological Association. In addition, the **XX (insert name of co-sponsor)** agrees to assure that the program will adhere to the *APA Ethical Principles of Psychologists*.

President
NC Psychological Association

(title)
(insert name of co-sponsor)

Date

Date