



North Carolina
PSYCHOLOGICAL ASSOCIATION

CONTINUING EDUCATION PROGRAM

P O L I C I E S & P R O C E D U R E S

**NC Psychological Association
1004 Dresser Court, #106
Raleigh, NC 27609
919/872-1005 phone - 919/872-0805 fax
ncpa1@mindspring.com**

www.ncpsychology.org

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NORTH CAROLINA PSYCHOLOGICAL ASSOCIATION

CONTINUING EDUCATION PROGRAM POLICIES AND PROCEDURES

TABLE OF CONTENTS

- A. Goals of the NCPA Continuing Education Program
- B Administration, Planning and Development
- C. Co-Sponsorship of Workshops
- D. Facilities
- E. Program Selection and Development
- F. Instructional Personnel
- G. Curriculum Content
- H. Program Evaluation
- I. Standards For Awarding Credit
- J. Ethics
- K. Promotion and Advertising of Programs

NORTH CAROLINA PSYCHOLOGICAL ASSOCIATION

CONTINUING EDUCATION PROGRAM POLICIES AND PROCEDURES

ATTACHMENTS:

Initial Application for Co-Sponsorship	A
Sample Co-Sponsor Agreements	B
Sample Promotional Material	C
Sample Sign In/Sign Out Sheet	D
Attendance Policy	E
Accessibility Policy	F
Grievance Policy	G
Sample Evaluation Form	H
Sample Needs Assessment Survey	I
Institute Planning Sheet for Speakers	J
Letter to Presenter	K

A. Goals of the NCPA Continuing Education Program

The goal of the NCPA Continuing Education program is to provide high-quality, accessible educational workshops for psychologists and other mental health professionals throughout North Carolina. NCPA seeks to increase the professional competence of attendees by teaching them new skills and knowledge, as well as refreshing already acquired knowledge. The NCPA Continuing Education Committee strives to select presenters who are regarded as well qualified in their field, and who are known for being excellent speakers. Through needs assessment, NCPA makes every attempt to acknowledge and recognize the specific CE needs of psychologists in North Carolina. Workshops are held in different parts of the state so that psychologists throughout the state will have opportunities to attend continuing education in or near their home community. NCPA strives to be the “best” provider of continuing education in North Carolina.

B. Administration, Planning and Development

It is the responsibility of the NCPA Program/Continuing Education Committee to assess the continuing education needs of psychologists and to organize such educational events as may meet these needs. This Committee is accredited by the American Psychological Association as the body responsible for presenting continuing education for NCPA. The Co-Chairs of the Program/Continuing Education Committee is a member of the Board of Directors.”

The Co-Chairs will lead a committee comprised of psychologists from throughout the state to plan NCPA’s continuing education offerings. The executive director of the North Carolina Psychological Association is the Administrator of the NCPA Continuing Education Program. NCPA is approved as a sponsor of continuing education for psychologists under the APA Continuing Education Sponsor Approval System.

The administrator keeps abreast of the current APA Criteria and Procedures Manual in order to maintain compliance, and works in conjunction with the Program/CE committee to make sure all rules and procedures are adhered to during the development and planning of workshops.

C. Co-Sponsorship of Workshops

NCPA may decide to co-sponsor a CE activity with an outside organization. In keeping with APA requirements, NCPA, through a member who is part of the activity, must be involved in all stages of a co-sponsored activity.

Initial Application

An initial application (see **Attachment A**) **MUST** be submitted to NCPA at least 90 days before the date of the workshop and **MUST** be signed by an NCPA member who is participating in planning the activity.

Once the initial application is received, the NCPA Program/Continuing Education Committee will review the application and will make a decision within five (5) business days from the day of receipt of the application in the NCPA office.

If the initial application is rejected, the letter of denial will include the reason for denial of the application. If the application is approved, the co-sponsoring entity may proceed, but must comply with all of the requirements in the NCPA Continuing Education Manual.

A fee of \$100 for not-for-profit organizations/NCPA members and \$500 for all other organizations/individuals per event must accompany the initial application. All but a \$50 administrative fee will be refunded if the application is not approved.

Once an application is approved, the entity receiving approval must comply with all of the requirements outlined in this manual.

Co-Sponsorship Agreement

Once the initial application is approved, the co-sponsoring entity must develop and sign a co-sponsorship agreement (see **Attachment B** for samples) with NCPA which covers:

- Program Planning
- Site Selection
- Program Selection
- Promotional Materials
- Evaluation
- Attendance Requirements
- Awarding of CE Credits
- Financial Arrangements
- Miscellaneous
 - accessibility policy
 - grievance policy
 - assuring compliance with APA Ethical Principles of Psychologists

Promotional Material

Promotional materials for the event must include:

- educational objectives
- participants and skill levels for which the program is appropriate
- schedule and format (including starting and ending hours)
- cost, refund/cancellation policy, and any additional fees or expenses
- presenters' credentials
- number of continuing education credits offered for the program
- mandatory co-sponsorship statement (See **Attachment C**)

See **Attachment C** for an example of promotional materials and items that must be included in all promotional materials including the **mandatory co-sponsorship statement**. All promotional materials **must be approved by the NCPA Program/CE Committee** prior to distribution. Sponsoring entities should allow 5 business days for review once the promotional material is submitted to the NCPA office.

Attendance Policy

The co-sponsoring entity must provide a mechanism for attendees to sign in at the beginning of the program, sign in after the lunch break and sign out at the close of the program. See **Attachment D** for a sample sign in/sign out sheet. See **Attachment E** for a sample Attendance Policy.

The co-sponsoring entity must provide assurance that no sign-in will be allowed for anyone who arrives more than 15 minutes after the beginning of the program, and provide assurance that no one will be allowed to sign the sign-out sheet prior to the close of the activity.

The actual letters of attendance will be issued by NCPA within ten (10) business days of receiving the sign-in/sign out sheets, as well as a set of labels containing the names and addresses of all participants. NCPA will only issue letters of attendance verifying continuing education credit as an APA-approved continuing education sponsor if the co-sponsoring organization has meet all of the requirements for co-sponsorship as outlined in the NCPA Continuing Education Manual.

Awarding of Credits

Within five (5) business days after the continuing education activity, the co-sponsoring entity must submit to NCPA:

The sign in/sign out sheets for each co-sponsored activity
A set of labels with the names and mailing addresses for all attendees at the event

Within ten (10) business days of receipt of this information, the NCPA Office will send to all eligible participants a Letter of Attendance that specifies the name of the offering, the sponsoring entities, the date, and the number of credits received from NCPA as an APA-Approved sponsor of continuing education.

Submission of Materials

Before credits are awarded, NCPA must have received from the co-sponsoring entity:

5 copies of each promotional material piece for the activity
5 copies of each evaluation form (See **Attachment H**)

Fees

A fee of \$100 for not-for-profit organizations/NCPA members and \$500 for all other organizations/individuals per event must accompany the initial application. All but a \$50 administrative fee will be refunded if the application is not approved.

Within five business days of the completion of the continuing education activity, the co-sponsoring organization must submit a fee of \$3.00 per person per activity for not-profit organizations/members or \$5.00 per person per activity for for-profit organizations for each person who is to receive a Letter of Attendance from NCPA which verifies that continuing education credit is awarded. No Letters of Attendance will be sent unless this fee is paid.

The per person fee is a daily fee. If the activity is more than one day, the per person fee applies for each day.

Other

The co-sponsoring entity must provide NCPA with the results of the evaluation form for each presentation. This **MUST** be done with aggregate data rather than individual copies of the evaluation forms.

D. Facilities

Facilities where NCPA or a co-sponsor holds continuing education activities must provide adequate space for the kind of educational methodology used and be private enough to safeguard confidentiality of case material or work samples. It is recommended that a classroom style arrangement be used for all workshops. All facilities must be accessible to those who are physically challenged. (**see Attachment F**) If special requests are received, NCPA or a co-sponsor will attempt to make the necessary arrangements (i.e. provide assistance to visually impaired registrants or provide sign language interpreters).

E. Program Selection and Development

Continuing education offerings are based on interests and needs that have been identified through solid assessment procedures undertaken by the CE Committee. These procedures for NCPA include:

- Regular needs assessment surveys sent out to members and others. (**See Attachment I**)
- Evaluation forms at each workshop which asks participants which topics they would like to see covered in future workshops. (**See Attachment H**)
- A search of current literature and survey of other continuing education events by

Program/CE Committee members

-Input from the NCPA and NCPF Board of Directors and others

Solicitations from potential presenters will be forwarded to the Continuing Education Committee for their consideration.

The information gathered through the regular needs assessments will be used in making decisions regarding co-sponsorship of a continuing education activity.

The Continuing Education Committee discusses what topics are currently prevalent in the field and tries to select a diverse number of topics to cover during the year in order to satisfy a broad range. The target audience for most NCPA continuing education events is licensed psychologists and other licensed mental health professionals. Other groups may be invited to certain workshops if appropriate (such as teachers, substance abuse counselors, or attorneys), but the content must be appropriate for psychologists to be considered for approval.

F. Instructional Personnel

Instructors are selected based on the following criteria: Teaching ability, competence in area of instruction, and advanced degrees (usually a doctorate). Review of past presentations, reputation, personal knowledge, and references are also important. The Committee makes an effort to get a mixture of well-known presenters and local presenters.

G. Curriculum Content

NCPA continuing education programs should be relevant to psychological practice, theory and method for psychologists.

The Continuing Education Committee or the co-sponsoring entity determines the presenter and the topic of the workshops. For NCPA sponsored activities, the NCPA Office will send a planning form to each presenter which includes the title, description and learning objectives for the offering as well as a summary of the presenter's qualifications. (See **Attachment J**) A member of the NCPA Program/CE Committee is designated to coordinate with each presenter to finalize the details of the presentation. The educational objectives are reviewed and are either accepted or sent back to the presenter for further development. A letter is sent to presenters 2 months before the workshop to clarify the expectations of NCPA regarding their presentation. (See **Attachment K**)

NCPA workshops are designed for psychologists and other interested mental health professionals. Students may enroll in NCPA workshops. Promotional materials clearly outline the learning objectives and enrollees will be able to determine whether the workshop will be appropriate for their needs and level of training.

H. Program Evaluation

NCPA or the co-sponsoring entity must provide an evaluation form at each CE activity. (see **Attachment H**) All participants must return an evaluation form at the end of the workshop. The NCPA Program/CE Committee will analyze the results of evaluations, use this information for future program planning, and share the results with the presenters.

I. Standards For Awarding Credit

NCPA offers Continuing Education Credit letters to participants who attend CE activities in their entirety. Credit is given in whole. Variable credit cannot be awarded to attendees who attend only a portion of a CE activity; therefore, attendees must stay for the entire workshop or forfeit their CE credit.

NCPA will keep a record of attendance in the central office for at least three years after a CE activity.

All attendees must sign in upon arrival at the beginning of an activity, must sign back in after the lunch break (if applicable), and must be present and sign out at the end of the activity for credit to be awarded. Credit certificates are given out at the completion of each workshop only in exchange for the evaluation forms. ALL participants must complete evaluation forms in order to receive a credit certificate.

J. Ethics

NCPA CE activities should conform to the highest ethical standards available to psychologists. Presenters must comply with the most recent edition of the *APA Ethical Principles of Psychologists*. If they need a copy of this ethics manual, NCPA will supply them with one. Ways in which CE activities must adhere to APA's Ethics Code are:

- Demonstrations or procedures carried out by presenters must conform to the highest ethical and professional standards as currently established by *APA's Ethical Principles of Psychologists*;
- Claims made that imply new, innovative, or breakthrough types of findings should be defined as such and may require substantiation via empirical data;

- NCPA shall not discriminate when hiring staff, selecting participants, or selecting presenters;
- Presenters are chosen for their expertise to meet specific needs of attendees. Both men and women are selected to present. No selection of presenters is made on a basis of their gender, race, or other individual differences;
- Confidentiality of instructional materials shall be respected. Workshop records are kept locked in the NCPA office and are not open to the public. Only the CE administrator and the CE committee members shall have access to those records.
- Workshop participants should be informed if a presentation may be particularly stressful or upsetting.
- Presenters and/or a co-sponsoring entity must inform NCPA of any affiliations (such as with pharmaceutical manufacturers) which could present a conflict of interest or ethical issue.

*(See **Attachment K** for the Presenter Letter)*

The CE Committee will be alerted of any participant complaints in a timely manner. The complaints will be dealt with on an individual basis in a reasonable, ethical and timely fashion using the NCPA Continuing Education Grievance Policy (See **Attachment G**).

K. Promotion and Advertising of Programs

Participants must have access to the following information prior to enrolling in NCPA CE activities: educational objectives; participants for whom the activity is designed and skill level for which it is appropriate; schedule and format; cost; faculty credentials; number of credits offered; cancellation/refund policy, and contact information. This information should be included on the promotional brochure created by NCPA or any co-sponsoring entity. *(See **Attachment C**, a sample promotional flyer)*