



CONTINUING EDUCATION
SPONSOR APPROVAL SYSTEM

Approval of Sponsors of Continuing Education for Psychologists

Homestudy Application*

November 2009



AMERICAN
PSYCHOLOGICAL
ASSOCIATION

*A complete application must be submitted prior to offering any homestudy programs.

Notice

Effective November 6, 2009

Homestudy Application Fee (must accompany application) \$ 100.00

If you would like to pay via credit card please call 202-336-5820 or
make checks payable to American Psychological Association.

**AMERICAN PSYCHOLOGICAL ASSOCIATION
APPLICATION FORM FOR SPONSORS OF
CONTINUING EDUCATION PROGRAMS FOR PSYCHOLOGISTS**

A number of sections require you to submit attachments. Attachments should be inserted after each relevant section, not at the end of the application. **HANDWRITTEN APPLICATIONS WILL NOT BE ACCEPTED.** Please send an electronic copy of the application with all necessary attachments or send in one copy of the paper application.

THIS APPLICATION MUST BE ACCOMPANIED BY THE APPROPRIATE FEE (\$100.00) BEFORE IT WILL BE REVIEWED.

Organization

CE Contact Person

Mailing Address

City

State

Zip Code

Phone

Fax

E-mail

Web Address

Standard C: Educational Planning and Instructional Methods

PRINCIPLE

Successful continuing education in psychology requires: (1) careful educational planning that results in a clear statement of educational objectives; (2) the selection of appropriate instructional methods to achieve those objectives; and (3) the selection of instructional personnel with demonstrated expertise in the program content.

CRITERIA

1. Sponsors must develop educational objectives that clearly describe what participants are expected to learn.
2. Sponsors must select instructors with expertise in the program content and who are competent to teach this program content at a level that builds upon a completed doctoral program in psychology.

QUESTIONS

1. Please provide the following information for a homestudy program you have offered or intend to offer:

Activity Title:

Number of Credits Awarded:

Learning Objectives: (as a guideline there should be at least one learning objective per hour of instruction)

Instructional Method: Check One

Publication (book, magazine, journal article, etc.)

Video

- ___ On-line
- ___ CD-ROM
- ___ Other (specify):_____

Instructor Name and Degree (please attach a full CV for the instructor (s) of your homestudy program)

2. List below the name and degree of the individual (s) responsible for homestudy program development and test preparation. A full CV must be included as an attachment for each individual.

REQUIRED ATTACHMENTS FOR SECTION C:

- ❑ Full CV of all individuals involved in the development of the homestudy program, the test preparation, and those involved in instructing the program.

Standard D: Curriculum Content

PRINCIPLE

The content of continuing education is the crucial component of programs intended to maintain, develop, and increase conceptual and applied competencies that are relevant to psychological practice, education, and science. CE programs may include content related to well-established psychological principles, or may be based on content that extends current theory, method, or practice. CE programs may provide information related to ethical, legal, statutory or regulatory policies, guidelines, and standards that impact psychology.

CRITERIA

1. Sponsors must be prepared to demonstrate that information and program presented is based on a methodological, theoretical, research, or practice knowledge base. This requirement must be met by at least one of the following:
 - 1.1. Program content has obtained credibility, as demonstrated by the involvement of the broader psychological practice, education, and science communities in studying or applying the findings, procedures, practices, or theoretical concepts;
 - 1.2. Program content has been supported using established research procedures and scientific scrutiny;
 - 1.3. Program content has peer reviewed, published support beyond those publications and other types of communications devoted primarily to the promotion of the approach;
 - 1.4. Program content is related to ethical, legal, statutory or regulatory policies, guidelines, and standards that impact psychology.

QUESTIONS

1. For the activity you listed in Standard C of this application, please indicate which aspects of Criterion 1 your programs meet. Briefly describe how the program content meets the specified criterion, providing relevant references or up to 5 representative citations. ***You must check the applicable box(es) and provide a narrative.***
 - Program content has obtained credibility, as demonstrated by the involvement of the broader psychological practice, education, and science communities in studying or applying the findings, procedures, practices, or theoretical concepts.
 - Program content has been studied according to established procedures of scientific scrutiny that can be reasonably relied upon.
 - Program content has peer reviewed, published support beyond those publications and other types of communications devoted primarily to the promotion of the approach.
 - Program content is related to ethical, legal, statutory or regulatory policies, guidelines, and standards that impact psychology.

Criterion D 1 needs to be satisfied in one or more of the following four ways. Although any given program may utilize two or more of these criteria, only one is required. Programs are not

advantaged by selecting more than one of the four criteria to satisfy Criterion D1. Each of the four criteria (1.1, 1.2, 1.3, and 1.4) are designed to satisfy Criterion D 1 in qualitatively different ways.

Criterion 1.1 reflects the broad consensus of the discipline of psychology in relation to content that is generally accepted as building upon doctoral level training within core areas of psychology. *As an example*, a program focused on the dialectic conceptualization of borderline personality disorder might use Criterion 1.1 to satisfy Criteria D1 because dialectic theory is a commonly accepted theory. A discussion of theoretical developments concerning borderline personality disorder might build upon the foundational knowledge of the disorder.

Criterion 1.2 reflects program content that has been subjected to accepted research practices within psychology and has satisfied broader scientific scrutiny within the field. The emphasis of Criterion 1.2 is placed on the application of sound methodological practices and the availability of scientific support for the program content. *As an example*, a program focused on a new instrument for assessing, or a new intervention for treating, borderline personality disorder might use Criterion 1.2 to satisfy Criterion D1 by clearly describing empirical work or citing published research that supports the validity of the program content.

Criterion 1.3 reflects program content that has been subjected to mechanisms of external professional peer review. This content can extend beyond empirical research (cf. Criterion 1.2) and may include theoretical, conceptual, case studies or secondary research reviews. Criterion 1.3 emphasizes the acceptability of program content based on peer review in journals, professional conferences, or venues of independent review that support the relevance and acceptability of program content for the discipline of psychology. *As an example*, a program focused on a new theoretical development concerning borderline personality disorder might use Criterion 1.3 to satisfy Criteria D 1 by citing peer reviewed publications (not necessarily empirical) or presentations that support this program content.

Criterion 1.4 reflects program content that pertains to ethical, professional or regulatory developments relevant to the discipline of psychology. *As an example*, Criterion 1.4 might be used to satisfy Criterion D 1 in relation to a program that emphasizes the personal or legal risks and risk management associated with working with individuals with borderline personality disorders.

Standard E: Program Evaluation

PRINCIPLE

Evaluation of CE programs is for the purpose of improving future programs.

CRITERIA

1. Sponsors must obtain the CE participants' evaluation as to how well each educational objective was achieved.
2. Sponsors must assess the participants' satisfaction, using a written evaluation form, with the overall program.
3. Sponsors must ensure that there is a method in place to assess what the participants have learned from the program.
4. Sponsors must use the results of the abovementioned evaluation processes to improve and plan future programs.

QUESTIONS

1. Describe your method for assessing the level of learning achieved by participants. You must attach the sample post test of achieved learning for the program you listed in Standard C. For the sample test you have provided, you must indicate the program title and number of CE credits offered.

REQUIRED ATTACHMENTS FOR SECTION E:

- Measure of achieved learning (e.g., post-test) – required for homestudy providers. Must indicate activity title and number of credits awarded.

Standard F: Standards for Awarding Credit

PRINCIPLE

The awarding of CE credit is based on participation in learning activities offered in accordance with the Standards described in this document.

CRITERIA

1. Sponsors must award CE credit for psychologists on the basis of one credit per one hour of instructional time.
2. Sponsors must provide documentation to each participant that includes the APA approval statement, the name and date of the activity, the number of CE credits earned, and a signature or other verification from the sponsoring organization.
3. Sponsors must be able to verify the awarding of CE credit to participants and provide this verification to individuals who request it for at least three years after completion of the activity.

QUESTIONS

1. Describe in detail the process used to determine the number of credits awarded. If you have various program delivery methods (e.g., publication and on-line), you must describe the process used for each delivery method.

2. What are the criteria that participants must meet in order to receive credit.
 - 2.a For programs that use more subjective assessment measures to determine passing (e.g., essays, posts to an electronic bulletin board, journaling), describe your procedures for grading this type of material.

3. Describe your method for verifying that the person being awarded the credit is the individual who completed the program.

Standard G: Promotion and Advertising of Programs

PRINCIPLE

CE promotional materials must contain accurate and complete information for potential program participants.

CRITERIA

1. Sponsors must clearly indicate how potential participants may obtain the following information prior to enrolling in a CE program:
 - a. Educational objectives;
 - b. A description of the target audience and the instructional level of the activity (introductory, intermediate, or advanced);
 - c. Schedule;
 - d. Cost, including all fees and the refund/cancellation policy;
 - e. Instructor credentials, including relevant professional degree and discipline, current professional position, and expertise in program content;
 - f. The number of CE credits offered for each activity;
 - g. A clear indication of any activities within a program that are not offered for CE credit.
2. Sponsors must make clearly evident to all potential participants, prior to registration, any known commercial support for CE programs or instructors. Any other relationships that could be reasonably construed as a conflict of interest also must be disclosed.
3. Sponsors must assure that when referring to APA approval, the correct statement is used in all promotional materials such as ads, brochures, and announcements. When referring to APA approval, the following statement must be used:

"(Organization name) is approved by the American Psychological Association to sponsor continuing education for psychologists. (Organization name) maintains responsibility for this program and its content."

QUESTIONS

1. Please provide the promotional material/announcement for the program you listed in Standard C. of this application. If you have not yet offered this program, attach a sample promotional material for the program you listed in Standard C.