

SPECIALTY AND SUBSPECIALTY GUIDANCE

Criterion I: Administrative Organizations

The purpose of this document is to provide guidance related to **Criterion I: Administrative Organizations** for both specialty and subspecialty recognition.

Specialties will need to demonstrate that an organizational and administrative structure exists to support the specialty including regularly meeting governance structures for the continued development of the specialty and creation of policies for the education and training in the specialty.

Subspecialties will need to demonstrate that an organizational and administrative structure exists to support the subspecialty including regularly meeting governance structures for the continued development of the subspecialty and creation of policies for the education and training in the subspecialty.

QUESTION #	SPECIALTY - CRITERION (I)	SUBSPECIALTY - CRITERION (I)
1. Name of organization or sub/specialty council or group	<p>Brief description: Name and contact information for the organization in charge of developing the petition and for creation of policies and education and training in the specialty.</p> <p>Objective: Demonstrate that there is an organization responsible for the development of the specialty and its continued development.</p>	<p>Brief description: Name and contact information for the organization in charge of developing the petition and for creation of policies and education and training in the subspecialty.</p> <p>Objective: Demonstrate that there is an organization responsible for the development of the subspecialty and its continued development.</p>
2. President, Chair, or representative of the organization or sub/specialty council or group	Identification of and contact information for the person in charge of submitting petition.	Identification of and contact information for the person in charge of submitting petition.
3. Description of organization responsible for the specialty or subspecialty.	<p>Brief description: Includes purpose and objectives, bylaws, systems, structures and functions</p> <p>Objective: Identify composition of the group responsible for the specialty.</p> <p>Guidance: It is crucial that a specialty is supported by a cohesive group/organization responsible for the development of the petition and the continued development of the specialty.</p> <p>If the organization is a large entity like an APA division, the description of the organization must include a description of the group within the larger organization (e.g., committee, task force) responsible for the ongoing development and maintenance of the specialty. The organizational structure of the specialty must be enduring (e.g., provide continuity) with an identified process for decision-making in relation to the specialty.</p>	<p>Brief description: Includes purpose and objectives, bylaws, systems, structures and functions</p> <p>Objective: Identify composition of group responsible for the subspecialty.</p> <p>Examples/guidance: Every subspecialty must be supported by a cohesive group/organization responsible for the development of the petition and the continued development of the subspecialty.</p> <p>The parent specialty's approved petition should serve as a reference for your subspecialty petition and guide coordination between the parent specialty and the subspecialty. For example, consideration of overlap between specialty and subspecialty boards.</p> <p>Calendar of joint meetings between subspecialty and other relevant groups.</p> <p>Financial arrangements and agreements, if any, between the subspecialty and parent specialty.</p> <p>Refer to the attestation and ensure full discussion and agreement to between the specialty and subspecialty councils.</p>

APPENDICES

Specialty – Criterion I: Administrative Organization

The proposed specialty is represented by a specialty council of one or more organizations that provide systems and structures sufficient to support the organized development of the specialty.

Commentary: *The evolution of a specialty generally proceeds from networks of psychologists interested in the area to the eventual establishment of organized administrative bodies which carry out specific responsibilities for the specialty and its practitioners. These responsibilities include governance structures which meet regularly to review and further describe the specialty and appropriate policies for education and training in the specialty.*

1. Please provide the following information for the organization or specialty council submitting the petition:

Name of organization or specialty council:

Address:

City/State/Zip:

Phone:

E-mail address:

Website of organization:

2. Please provide the following information for the President, Chair, or representative of the organization or specialty council submitting the petition:

Name:

APA membership status:

Address:

City/State/Zip:

Phone:

E-mail address:

3. Please provide the following information for the organization or specialty council submitting the petition:

Year Specialty Council was founded? _____ Incorporated? Yes _____ No _____

State incorporated _____

Describe the purpose and objectives of the administrative organization or specialty council submitting the petition.

Please append the bylaws for the petitioning organization or specialty council if bylaws are not provided on the website.

Outline the structure and functions of the administrative organization or specialty council (frequency of meetings, number of meetings per year, membership size, functions performed, how decisions are made, types of committees, dues structure, publications, etc.), using the table below. Provide samples of newsletters, journals, and other publications, etc.

Name of Organization	
Frequency of Meetings	
Number of Meetings per Year	
Membership Size	
Functions Performed	
How Decisions Are Made	
Types of Committees	
Dues Structure	
Names of Publications	
Website	

Present a rationale that describes how your organization or specialty council provides systems and structures which make a significant contribution to the organized development of the specialty.

4. Signature/s of official/s representing the organization or specialty council submitting the petition:

Name, _____ Title, _____ Date _____

APPENDICES

Subspecialty – Criterion I: Administrative Organization

The proposed subspecialty is represented by one or more organizations that provide systems and structures that are sufficient to support the organized development of the subspecialty in terms of effectiveness, quality improvement, and provider identification and evaluation. When a subspecialty is nested within more than one specialty, one specialty must act as lead for administrative purposes.

Commentary: *To ensure the management of the subspecialty, having the resources of national organization(s) willing to assume responsibility is important, so that psychology's scientific and professional integrity can be preserved. These organizations meet regularly to review and describe the subspecialty and appropriate policies for education and training in the subspecialty.*

1. Please provide the following information for the organization submitting the petition and identify the sponsoring parent specialty:

Name of Organization:

Address:

City/State/Zip:

Phone:

E-mail address:

Website of organization:

Name of sponsoring parent specialty:

2. Please provide the following information for the President, Chair, or representative of the organization submitting the petition:

Name:

APA membership status:

Address:

City/State/Zip:

Phone:

E-mail address:

3. Please provide the following information for the organization submitting the petition:

Year Specialty Council was founded? _____ Incorporated? Yes _____ No _____

State incorporated _____

Describe the purpose and objectives of the administrative organization submitting the petition.

Please append the bylaws for the petitioning organization if bylaws are not provided on the website.

Outline the structure and functions of the administrative organization (frequency of meetings, number of meetings per year, membership size, functions performed, how decisions are made, types of committees, dues structure, publications, etc.) using the table below. Provide samples of newsletters, journals, and other publications, etc.

Name of Organization	
Frequency of Meetings	
Number of Meetings per year	
Membership Size	
Functions Performed	
How Decisions Are Made	
Types of Committees	
Dues Structure	
Names of Publications	
Website	

Present a rationale that describes how your organization provides systems and structures which make a significant contribution to the organized development of the subspecialty.

4. Signatures of official/s representing the organization submitting the petition:

Name, _____ Title, _____ Date _____

5. Subspecialty petitioners are required to submit a completed Subspecialty Attestation with their petitions (please refer to the next page).

SUBSPECIALTY ATTESTATION

Whereas, on or about DATE, the proposed subspecialty of (NAME OF APPLICANT SUBSPECIALTY), requested affiliation with (NAME OF SPECIALTY);

Whereas (NAME OF SPECIALTY) reviewed materials submitted by (NAME OF APPLICANT SUBSPECIALTY) and determined that (NAME OF APPLICANT SUBSPECIALTY'S) education, training, and/or professional experience requirements appropriately relate to (NAME OF SPECIALTY) and are properly affiliated with the education, training, and/or professional experience requirements of (NAME OF SPECIALTY);

Whereas (NAME OF SPECIALTY) reviewed materials submitted by (NAME OF APPLICANT SUBSPECIALTY) and determined that (NAME OF APPLICANT SUBSPECIALTY) provides competent services for unique problems, populations, and/or circumscribed approaches which relate to (NAME OF SPECIALTY) and are properly affiliated with the competent services of (NAME OF SPECIALTY);

Whereas (NAME OF SPECIALTY) and (NAME OF APPLICANT SUBSPECIALTY) both agree to complete this Attestation form with the renewal petition for both (NAME OF SPECIALTY) and (NAME OF SUBSPECIALTY);

Whereas (NAME OF APPLICANT SUBSPECIALTY) is represented in the administrative organization of (NAME OF SPECIALTY) through at least one of its administrative entities; and

Whereas (NAME OF APPLICANT SUBSPECIALTY) seeks Subspecialty recognition from CRSSPP.

(NAME OF SPECIALTY) hereby attests and affirms that (NAME OF APPLICANT SUBSPECIALTY), if successfully recognized by APA, shall be affiliated with (NAME OF SPECIALTY) in accordance with the *Principles for the Recognition of Subspecialties in Professional Psychology* and the *Procedures for Recognition of Specialties and Subspecialties*.

Designated representative of Specialty

Designated representative of Applicant Subspecialty

Date

Date