

CESA OAS PRE-APPLICATION CHECKLIST

This checklist is provided to help applicants prepare and compile the necessary materials for completion of the CE Sponsor Approval Online Application System (CESA OAS).

NOTE: Attachments will ONLY be accepted in PDF format:

Before you begin:

- ☐ Familiarize yourself with the [Standards and Criteria](#) and [Policies and Procedures](#)
- ☐ Review the [Video Tutorials for Standards A to G](#), as well as the [Resources for CE Sponsor Approval](#)

Standard B: Program Management

- ☐ Full CV(s) for psychologist(s) involved in program planning (for large planning committees, submit only the three most relevant CVs); (biographical summaries are not sufficient)
- ☐ Full CV for the CE program administrator (recommended if the program administrator provides a content/expertise-related role)
- ☐ *If you engage in co-sponsorship:* List of collaborating organizations, program titles, and dates
- ☐ A copy of your grievance procedures in a format suitable for distribution to participants
- ☐ Review [Meeting Program Planning Standards](#)
- ☐ Review [Grievance Procedure Sample](#)
- ☐ Review [Understanding and Addressing Diversity](#)

Standard C: Educational Planning and Instructional Methods

- ☐ Full CV(s) for each instructor listed in Section C.1. (biographical summaries are not sufficient)
- ☐ Review [Curriculum Vitae Guidance for Establishing Expertise](#)
- ☐ Review [Guidance for Writing Behavioral Learning Objectives](#)

Standard D: Curriculum Content

- ☐ Narratives describe the specific program content and how the content aligns with the most applicable Standard D.1 criterion. (Narratives should not be promotional descriptions of the programs)
- ☐ Provide **at least three** references that are current (e.g. within the last 10 years), relevant (map onto content and learning objectives) and in APA Style citation, for all programs listed in Standard D.1
- ☐ References reflect the specific content and level of evidence required to meet the selected or appropriate Standard D.1 criterion (e.g., ensure adequate peer-reviewed references as required)
- ☐ The respective learning objectives, narrative, and references align for each activity
- ☐ Review [Navigating and Understanding Standard D](#)
- ☐ Review [Sample Policy and Procedure Concerning Potential Conflict of Interest](#)

Standard E: Program Evaluation and Assessment of Learning

- ☐ Evaluation forms for all four programs listed in Section C.1. They must include the following:
- ☐ a. Individual assessment of each stated learning objective;
- ☐ b. Assessment of instructor knowledge and expertise;
- ☐ c. Assessment of instructor teaching ability; and,
- ☐ d. Mandatory questions measured on 5-point Likert scale – must be exactly as follows:
 - How much did you learn as a result of this CE program?

1	2	3	4	5
Very Little				A Great Deal
 - How useful was the content of this CE program for your practice or other professional development?

1	2	3	4	5
Not Useful				Extremely Useful



- ☐ If you are a renewing sponsor: Summary of satisfaction evaluations [for the four programs listed in Standard C](#) – these are typically average scores calculated for each question, and this should be done for each of your evaluation forms
- ☐ Review [Sample Summary of Evaluation \(Eval format\)](#) and [Sample Summary of Evaluation \(Multiple formats\)](#)
- ☐ Review [Workshop Evaluation Tool PDF](#) or [Workshop Evaluation Tool \(Fillable version\)](#)

Standard E: IF HOMESTUDY SUPPLEMENTAL OR HOMESTUDY ONLY:

- ☐ Homestudy post-tests are of sufficient depth to adequately determine the level of learning that was achieved; e.g., 6-8 questions for each credit hour / a minimum number of True-False (T-F) questions (normally no more than 1 T-F per credit hour)
- ☐ Evaluation/feedback forms are sufficiently revised to suit the Homestudy format (e.g., accessibility questions adapted to relate to ‘technology’ vs ‘the room’, and ‘instructor’ questions are adjusted accordingly if there is no opportunity for live interaction with an instructor)
- ☐ Review [Guidance for Creating Post Tests](#)
- ☐ Review [Understanding and Offering Homestudy and Hybrid Programs](#)

Standard F: Standards for Awarding Credit

- ☐ Your documentation of attendance (certificate/letter, **not** sign-in sheets) that includes:
 - ☐ a. APA approval statement verbatim;
 - ☐ b. the name and date of the activity;
 - ☐ c. contact information for your organization;
 - ☐ d. the number of CE credits earned; and
 - ☐ e. a signature or other verification from the sponsoring organization.
- ☐ Review samples: [Certificate of Attendance \(certificate\)](#) and [Certificate of Attendance \(letter\)](#)

Standard F: IF HOMESTUDY SUPPLEMENTAL OR HOMESTUDY ONLY:

- ☐ Describe the method for determining credit hours, and a rationale for this method

Standard G: Promotion and Advertising of Programs

- ☐ Sample (for new applicants) or past (for renewing sponsors) promotional materials for **your ten most recent** programs (these should be listed in Standard F); (including .pdf copies of all relevant website information). Participants are able to use these materials to obtain the following:
 - ☐ a. Educational objectives that are written in observable and measurable terms;
 - ☐ b. A description of the target audience and the instructional level (introductory, intermediate, or advanced);
 - ☐ c. Activity schedule (e.g., from-to dates, times, frequency if a repeated session or series);
 - ☐ d. Cost of the activity, the refund/cancellation policy, and any additional fees;
 - ☐ e. Faculty credentials (i.e., relevant professional degree, current professional position, areas of expertise);
 - ☐ f. The number of CE credits offered for each activity.
- ☐ If your promotional materials do not provide one or more of the above information items, you must provide a method for obtaining this information (e.g., web address, phone number)
- ☐ If referring to your APA CE Sponsor Approval, you must include the appropriate approval statement– this must be exactly as follows and cannot be combined with any other statements:
“(Your organization name) is **approved by the American Psychological Association to sponsor continuing education for psychologists.** (Your organization name) **maintains responsibility for this program and its content.**”
- ☐ If using the icon for Approved CE Sponsors, your materials adhere to the [Rules for Use](#)
- ☐ Review [Sample Promotional Material 1](#), [Sample Promotional Material 2](#), [Sample Promotional Material: Internal Email](#), and [Promotional Material Do’s and Don’ts](#)
- ☐ Review [Levels of Programming](#) and [Identifying Level of Programming](#)