

CE Sponsor Approval (CESA) Processes Table		Description	Submission Method	Estimated Standard Timetables		CESA Web Pages/Resources	Additional Information
CESA OAS Profile Request							
	Request a profile to gain access to the online application system (OAS).	CESA Website	OPEN	OPEN	CESA OAS Account Request Form	Profile requests will be processed in the order in which they are received. Please note that requests submitted during non-business hours will be processed the following business day.	
Changes to Contact Info							
	Update the org name, address, telephone numbers for your CESA sponsorship	OAS					
	Update the email address or user	Email request to Seduction-CESAS@apa.org				Requests to update the contact email must be sent to the CESA office at Seduction-CESAS@apa.org	
CESA Applications			FALL	SPRING			
CESA, HS, HSS	Apply to offer live and/or homestudy programs	OAS	July 30*	Feb. 19*	CESA Applications	* Submission dates listed are tentative. Please refer to CESA Applications webpage for actual due dates.	
Draft Application	Only one draft application may be submitted for review. CESA begins accepting drafts 75 days prior to the normal app deadline up to 45 days prior. Check with CESA office for timelines.	Mail	Accepted May 16 - June 16*	Accepted Dec. 4 - Jan. 4*	Email request to Seduction-CESAS@apa.org to request a draft application	* Submission dates listed are tentative. Please refer to CESA Applications webpage for actual due dates. Drafts will not be returned to the applicant upon completion.	
Fees							
Application, Annual, Recognition, and Late Fees	Can be paid via credit card, check, wire, ACH or EFT	OAS*	See CESA Applications page	See CESA Applications page	CE Sponsor Approval Fees	*The pay by check option will be available up to two weeks before the standard deadline of applications or annual fees. Payments made within the final two-weeks period must be paid via credit card. Checks will also not be accepted during application late deadline week or during probation terms.	
Sponsor Reporting to CESA							
Annual reporting	A report which lists all CE activities offered under sponsorship within the past year. Promo materials for each program is required.	OAS				Sponsors who have not offered any programs are still required to submit an Annual Report.	
Review report response	Due after the CEC meeting and decision dissemination	OAS	Reply due within 30 days of decision notification		Policies and Procedures Manual		
After-Meeting Follow-up for Adverse Decisions							
Reconsideration Requests	For applicants with a Deny decision only	OAS	Reply due within 30 days of decision notification		Please refer to the Policies and Procedures Manual	Reconsideration requests will be considered at the next CEC meeting.	
Deferral Response	For applicants with a Defer decision only	OAS	Reply due within 30 days of decision notification			Deferral responses will be reviewed at the next CEC meeting.	
*Appeals	This process is applicable only to sponsors who received an Upheld Denial decision	*Contact CESA Office for more information				*Appeal fee of \$500 required.	