



What Do I Do if my Organization Received a Defer Decision?

The purpose of this document is to provide guidance for your organization following a Defer decision from the Continuing Education Committee (CEC).

Step 1: Review the email correspondence sent to the designated POC for your organization – our office sends ‘decision notification’ and ‘response required’ emails following the CEC meeting which outline next steps for every organization, regardless of decision. It is important that you ensure your POC information on file is always accurate as that individual will receive our automated emails.

Step 2: As indicated in the emails, please login to your [CESA OAS account](#) – make a note of deadlines and remember to review the [APA Approval of Sponsors of Continuing Education for Psychologists: Policies and Procedures Manual](#).

Step 3: If you intend to submit a response to the deferral for review at the Committee's next meeting, please refer to the Payments tab in your OAS account to pay any fees associated with your deferral. Please note that CESA and Homestudy applications carry a fee that is required for your deferral response to be reviewed by the Committee. Homestudy Supplemental applications that receive a defer decision are not assessed a fee prior to being reviewed by the Committee. Please see the [CESA Fees webpage](#) for further information.

Step 4: Review the relevant report(s) that include(s) the Committee's comments and concerns. NOTE: This may include review reports for one or two types of applications, so be sure to check decisions and address requirements for any application you submitted for the review cycle in question – e.g., if you submitted both the CESA and Homestudy Supplemental applications, you will have two independent review reports and decisions.

Step 5: Respond to the review report(s) – in particular, be sure to:

- Address each comment for each Standard where the Committee has asked for your response (e.g., if there are 3 items within a Standard for which the CEC has asked for further information, ensure that you have addressed each aspect in its own right)
- Provide your response via the open textbox and upload documents as appropriate –
 - *Tip:* Write your review report response in a table in a Word document (using the Standard, Comment(s) Received, and your Review Report Response as headings) and then upload that response table as well as any accompanying or requested documents. You may also choose to respond directly in the textbox. Always be sure to save your work when writing responses in the textbox.
- Focus your responses on what is being requested – only include relevant information and consider if/how your response addresses the review report.