

3 WAYS

To Maintaining CE Sponsorship

Remember these steps to ensure your status as an approved sponsor remains intact

Mark Your Calendar

Submission of fees, applications, annual reports, and review report responses are important - make sure you've included reminder notices in your calendar. Allow sufficient time to complete requirements by the deadlines to avoid late fees, probation, and/or termination.

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Check your OAS account

You can always log into your OAS account to see what is awaiting completion, or what the next step will be for your organization. We recommend having at least two individuals with access to the account to ensure that deadlines are not missed.

Keep Email Info Updated

We send email correspondence to the primary point of contact listed on the OAS account. Please ensure you read all emails and that your spam filter allows them. Requests to change your primary point of contact must be submitted via email to SEducation-CESAS@apa.org.