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Top Tips for Payment Submission



All approved CE sponsors are required to submit scheduled fees to maintain their sponsorship via the Office of CE Sponsor Approval (CESA). This resource provides helpful tips to assist sponsors with payment submission to avoid probation, late fees, and termination of approval.

Internal Communications

Maintaining consistent and ongoing communications with your organization's Finance department will ensure that CE Sponsor Approval fee deadlines are met. Remember to be mindful of deadlines and connect directly with the individuals responsible for submitting payments on behalf of your organization.



Accepted Payment Methods

When submitting payments in the OAS, be sure the billing information matches the information on file with the credit card company to avoid delays in payment processing. If paying by check, the check must be sent at least two weeks prior to the deadline to avoid potential postal delays. Late payments could result in the assessment of the late fee, probation, and ultimately termination of approval.



Payment Information

Regardless of the chosen payment method, be sure to include the Invoice Number and Customer Number when submitting payment. If you have questions regarding your payment, providing this information within your correspondence to our office will ensure that clarification may be provided appropriately.



Primary Point of Contact

Your organization is responsible for adhering to the Standards and Criteria and Policies and Procedures which includes ensuring contact information on file with our office is current. Updates to the primary point of contact (POC) should be sent to our office at SEducation-CESAS@apa.org. Courtesy reminders and other correspondence related to your organization will only be sent to the primary POC.



For additional clarification, please see our [Fees page](#).