

## **General Guidelines for Co-Sponsors of Maryland Psychological Association/Foundation Continuing Education Activities**

As an American Psychological Association (APA) approved sponsor of Continuing Education for Psychologists, MPA is required to adhere to specific procedures in order to grant CE credits for programs. Please read these guidelines carefully since failure to follow to these guidelines may result in denial of the co-sponsorship request.

1. MPA must be involved in the initial stages, as well as all stages, of planning for any program to be co-sponsored.
2. Workshops that conflict with MPA sponsored events will not be considered.
3. Learning objectives must be outlined for the activity.
4. The content of the program or activity must be clearly planned.
5. The program or activity must be at least one hour in duration.
6. CE credits, not CEU's, are awarded to participants and certificates can only be produced by MPA following the activity and based on attendance and evaluation records.
7. Participants must be screened so that persons inappropriate to the topic, or who are not governed by ethical considerations, would not be enrolled.
8. The learning to be accomplished must be post-doctoral in nature.
9. If APA-approved status is to be advertised, a specific statement of APA approval should be included on the promotional material. This would be –

**This activity is being co-sponsored by The Maryland Psychological Association, The Maryland Psychological Association Foundation and (name of co-sponsoring organization). The Maryland Psychological Association is approved by the American Psychological Association to offer continuing education for psychologists. The Maryland Psychological Association maintains responsibility for the program and its content.**

10. Learning must be evaluated. This evaluation may be objective or subjective. This is for the purpose of giving feedback to the instructors so that future programs can be improved and not for the purpose of grading the participants.
11. Must include up to 5 references and relevant citations used as a basis for your presentation. This is required by APA to demonstrate that information and programs are based on a methodological, theoretical, research, or practice knowledge base.
12. The participants' satisfaction with the presentation must be measured.
13. Instructors for the program or activity must be qualified both from the point of view of their knowledge of the area and their ability to convey material successfully.
14. The instructors' ability to convey knowledge must be assessed.
15. Documentation of credit must be awarded to participants indicating satisfactory completion of the activity. This documentation must be awarded not for participation alone but also for the evaluation of the learning process and participant satisfaction as indicated in 8, 9, and 11 above.
16. The following information must be made available to participants before they enroll: educational objectives, participants for whom the activity is designed and skill level appropriate, schedule and format, cost, refund/cancellation policy, items covered by fee, faculty credentials, and number of CE credits offered.
17. A grievance policy must be agreed upon between The Maryland Psychological Association and the organization wishing to co-sponsor.
18. The MPA ADA policy statement should appear in promotional materials. That statement is: MPA and (your organization) strive to ensure that no potential participant with a disability is excluded, denied services, segregated or otherwise treated differently from other individuals attending any MPA sponsored CE workshop. If you require special accommodations in order to fully participate in this program please contact (your organization) at least 2 weeks prior to the scheduled program to discuss your needs.
19. There must be adherence to the Ethical Principles of Psychologists.

# **RESPONSIBILITIES**

## **Requesting Organization:**

Completed application for co-sponsorship must be received at least 90 days before the event. This will include:

1. Application fee
2. Application form
3. Curriculum vitae for all presenters
4. A working copy of program – to include: Title of Workshop, Workshop description, Date, Probable site (needs to be accessible for physically disabled individuals), number of CE credits, who will be invited in addition to psychologists
5. Include up to 5 references and relevant citations used as a basis for your presentation. This is required by APA to demonstrate that information and programs are based on a methodological, theoretical, research, or practice knowledge base.
6. Promotional materials (See brochure check list included)
7. Copy of content related evaluation form to be used
8. Certificate of proof of liability insurance
9. Refund, cancellation and grievance policy

## **MPA Responsibilities:**

Once received by MPA applications will be reviewed and responded to within 3 weeks from date of receipt. Please note that this application applies only to the workshop submitted, not to the institution, the presenter, or any future programs, each of those would need to be evaluated individually through the same process.

Upon completion of the review by MPA, the co-sponsoring organization will be notified in writing of its acceptance for co-sponsorship via a letter of agreement to co-sponsor continuing education activity with the Maryland Psychological Association.

The co-sponsoring organization will enter into a consultative relationship with MPA with the full understanding that MPA has the right to request program modifications to ensure compliance with the APA Criteria and Procedures Manual.

After completion of the program, the co-sponsoring organization must provide MPA with the following information:

1. a registration list of ALL participants;
2. names, degree, addresses, and emails of all psychologists requesting CE credit;
3. completed evaluation forms from ALL participants;
4. payment of the \$15.00 processing fee for each psychologist receiving a CE certificate  
(NOTE: This is a fee assessed to the co-sponsoring organization and cannot be an add-on fee for psychologists participating in the program pursuing CE credits).

Upon receipt of all of the above, MPA will mail or email CE certificates to the psychologist participants.

# **FEES**

## Application Fees (Non-refundable):

Single workshop	\$225.00
2 - 4 workshops	\$300.00
5 or more workshops	\$550.00
Multiple Day event	\$1300.00

## Certificate and Recordation Fee for each certificate

\$15.00 NOTE: This is a fee assessed to the co-sponsoring organization and cannot be an add-on fee for psychologists participating in the program pursuing CE credits).

Co-sponsoring organizations will be offered the following discounts on MPA advertising

Classified or display ads	20% discount
Purchase of mailing labels	20% discount

Our members get any discounts that the co-sponsoring organization offers to their members.

## CHECKLIST

**These guidelines are arranged as a check list for your convenience**

- Completed application form
- Working outline of your program, indicating times for each session, break, etc.
- Proof of insurance
- Curriculum vitae for all speakers
- Copy of final evaluation form to be used for the program
- Check or credit card information for application fee payable to MPA (non-refundable)
- Copy of the cancellation/refund policy and also the grievance policy (MPA can provide samples if requested)
- Include up to 5 references and relevant citations used as a basis for your presentation. This is required by APA to demonstrate that information and programs are based on a methodological, theoretical, research, or practice knowledge base.

**The promotional brochure should contain the following information. Not every marketing tool will need to have all of these details of the program, but it must indicate where the additional details are available.**

- Clearly state on front of brochure both organizations as co-sponsors along with contact information.
- A full statement about co-sponsorship and MPA's approval status with APA needs to appear **once** in the promotional materials. This statement is as follows and **must** appear in its entirety:

**This program is co-sponsored by The Maryland Psychological Association, The Maryland Psychological Association Foundation and (name of your organization). The Maryland Psychological Association is approved by the American Psychological Association to offer continuing education for psychologists. The Maryland Psychological Association maintains responsibility for the program and its content.**

- Special Note: The phrase "CE Credits for Psychologists" may be used only when the above statement is also used in the same promotional materials. Additionally, the phrase "CEU credit" is not to be used in any circumstance.
- Indicate schedule and format.
- Clearly state learning objectives (behavioral). 3-4 for a 3 hour program, 6-8 for a six hour program.
- Indicate any prerequisites for participants for whom activity is designed and skill level for which the activity is appropriate (beginner, intermediate, or advanced practitioners).
- Clearly state whether there is or is NOT any potential conflict of interest and/or commercial support for the program or its presenter/s.
- Indicate the number of CE Credits offered; example "3 CE Credits" A program must be a minimum of one hour but can include quarter hour increments beyond the first hour.
- Faculty credentials (short biography)
- Indicate the cost of the activity.
- If the workshop is an all-day program indicate if lunch is provided or is on their own.
- Refund/cancellation policy

**Please forward a copy of completed brochure to MPA prior to mailing. Also forward a final copy to MPA for files.**