

## **Guidelines for Co-Sponsorship of a Continuing Education Activity**

### **Introduction**

Thank you for your interest in co-sponsoring an event with the Lehigh Valley Psychological and Counseling Association (LVPCA). The enclosed information explains LVPCA's role in co-sponsorship of events. If, after reading this material, you have any questions, please contact the current Continuing Education chair of LVPCA. The contact information of the current CE chair can be obtained on our website or by contacting Dr. Susan Rego at [sdrego@ptd.net](mailto:sdrego@ptd.net).

The Lehigh Valley Psychological and Counseling Association is an organization approved by the American Psychological Association (APA) to offer Continuing Education credit for psychologists.

### **Guidelines & Procedures**

As an APA-approved sponsor of Continuing Education for psychologists, LVPCA must adhere to APA criteria in offering CE programs and must require the same of any organization or presenters who seek co-sponsorship with LVPCA.

In order to meet these standards and to facilitate an effective co-sponsorship relationship, the following is required:

1) An organization that is considering co-sponsoring an event or program should have a representative contact the current Continuing Education chair to discuss information about the content of the program, the date, location and presenters. If the organization wishes, they may submit an application for co-sponsorship. Final approval of the application is dependent upon submission of all required materials and approval of the program(s) by the LVPCA Executive Committee and board members.

2) **A completed application** must be submitted to LVPCA *at least* 60 days prior to the planned printing and/or distribution of the promotional materials. A completed application contains the following materials:

- a) Continuing Education Application form (enclosed)
- b) Current curriculum vitae for each presenter
- c) A copy of content-related evaluation procedures that you will use to assess the learning of each participant in the program
- d) A copy of any promotional materials *prior* to being printed or distributed
- e) Copy of program as proposed
- f) Cancellation policy.

3) LVPCA will review the application materials and determine the potential for co-sponsorship.

\* Please note that this application applies only to the program or series you plan to offer, not the institution or presenter offering the program, nor to any future programs, each of which must be evaluated individually through the same process.

4) The co-sponsoring organization will be notified in writing of whether its application is accepted or denied. If accepted, the co-sponsoring organization will be notified of responsibilities to be assumed by each organization in the development and implementation of the program. A formal co-sponsorship agreement detailing these responsibilities will be completed prior to the program. These responsibilities shall include, but not be limited to, the following:

- a) Financial
- b) Program and participant liability
- c) Program location
- d) Presenter qualifications
- e) Marketing procedures
- f) Evaluation procedures
- g) Goals and objectives
- h) Video or audio taping
- i) Letters of participation

5) APA-approved sponsors must conduct and promote CE activities in a responsible and ethical fashion, following the principals set forth in the current APA *Ethical Principals of Psychologists*.

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

8) Upon completion of the program, the co-sponsoring organization must provide LVPCA with the following information:

- a) A registration list of ALL participants
- b) Name and address listing of all psychologists to receive CE credit
- c) The completed sign in and sign out forms for ALL participants
- d) The completed evaluation forms from ALL participants
- e) Payment of the \$35.00 processing fee for each non-LVPCA member psychologist and \$30.00 fee for each LVPCA member psychologist receiving a CE certificate. Checks are to be made payable to LVPCA. Cash payments should be converted to a single check from the co-sponsoring organization made payable to LVPCA.

Upon receipt of all of the above, LVPCA will mail CE certificates to the psychologist participants.

## **Fees**

- The Lehigh Valley Psychological and Counseling Association assesses a fee of \$200 for a single workshop or for a series of workshops (provided all workshops are submitted for approval at the same time) for co-sponsoring continued education programs. There is no application fee.
- In addition to the co-sponsorship fee, there is a \$35.00 participant charge for non-LVPCA members and a \$30.00 participant charge for LVPCA members for LVPCA to issue continuing education certificates to each participant.
- If a sponsoring association establishes a discounted registration fee for its members to attend the program, LVPCA expects the same discount to be made available to LVPCA members.

**COMPLETED APPLICATIONS SHOULD BE SENT TO:**

**LVPCA**

**PMB# 115**

**6900 Hamilton Blvd. Unit 285**

**Trexlerstown, PA 18087**

## Criteria Used for Evaluating Programs for Co-Sponsorship

The following are major considerations that must be made in the development of a continuing education program within American Psychological Association (APA) criteria. Co-sponsoring CE activities with an APA-approved sponsor implies that the organization requesting the co-sponsorship will meet the same guidelines as the approved sponsor. The approved sponsor has the same responsibilities for the programs as if it were the only sponsor of the program. Therefore, it is very important that each of the criteria listed below is met.

1. Learning objectives must be outlined for the activity.
2. The content of the program or activity must be clearly planned.
3. The program or activity must be at least one hour in duration.
4. CE credits, not CEU's, are awarded to participants.
5. Participants must be screened so that persons inappropriate to the topic, or who are not governed by ethical considerations, would not be enrolled.
6. The learning to be accomplished must be post-graduate in nature.
7. 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 Lehigh Valley Psychological Association (LVPCA). LVPCA is approved by the American Psychological Association to sponsor continuing education for psychologists. LVPCA maintains responsibility for this program and its content.”
8. Learning must be evaluated. This evaluation will be in the form of an objective evaluation form distributed to participants at the end of the program. 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.
9. The participants' satisfaction with the presentation must be measured.
10. 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.
11. The instructor's ability to convey knowledge must be assessed.

12. Documentation of credit must be awarded to participants indicating satisfactory completion of activity. This documentation must be awarded not for participation alone but also for the evaluation of the learning process and participants' satisfaction as indicated in 8, 9, and 11 above.

13. The following information must be made available to participants before they enroll:

- a) Educational objectives
- b) Participants for whom the activity is designed and skill level appropriate;
- c) Schedule and format
- d) Cost
- e) Refund/cancellation policy
- f) Items covered by fee
- g) Faculty credentials
- h) Number of CE credits offered

14. The grievance policy must be agreed upon between LVPCA and the organization wishing to cosponsor.

**15. There must be adherence to the APA Ethical Principles of Psychologists.**

16. Applications will be evaluated on the basis of standards and criteria established by APA for approval of CE sponsors, including, but not limited to, the following:

1. Sponsors must be prepared to demonstrate that information and programs presented are based on a methodological, theoretical, research, or practice knowledge base. This requirement must be met by at least one of the following:

- 1.1. Program content has obtained credibility, as demonstrated by the involvement of the broader psychological practice, education, and science communities in studying or applying the findings, procedures, practices, or theoretical concepts;
- 1.2. Program content has been studied according to established procedures of scientific scrutiny that can be reasonably relied upon;
- 1.3. Program content has peer reviewed, published support beyond those publications and other types of communications devoted primarily to the promotion of the approach;
- 1.4. Program content is related to ethical, legal, statutory or regulatory policies, guidelines, and standards that impact psychology.

2. Sponsors are required to ensure that instructors, during each CE presentation, include statements that describe the accuracy and utility of the materials presented, the basis of such statements, the limitations of the content being taught, and the severe and the most common risks.

3. Sponsors must offer program content that builds upon the foundation of a completed doctoral program in psychology.
4. Sponsors must be prepared to demonstrate that content is relevant to psychological practice, education, or science.
5. Sponsors must clearly describe any commercial support for the CE program, presentation, or instructor to program participants at the time the CE program begins. Any other relationship that could be reasonably construed as a conflict of interest also must be disclosed.

Additional guidelines that will be utilized can be found in the “Standards and Criteria for Approval of Sponsors of Continuing Education for Psychologists” (APA, 2009).

\* **Note:** The LVPCA maintains responsibility for ensuring these standards and criteria are met and reserves the right to deny applications deemed deficient in any of the above areas. The LVPCA reserves the right to refuse appeals to reconsider denied applications.

## Application for Co-Sponsorship of a Continuing Education Activity

**Organization requesting co-sponsorship:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

\_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Date(s) of Program:** \_\_\_\_\_

**Location of Activity:** \_\_\_\_\_

**Title of Proposed Activity:** \_\_\_\_\_

**Type of Activity:** (check one)

Workshop

Conference

Lecture Series

In-depth institute or program (6 months or more)

Other (describe below)

\_\_\_\_\_

\_\_\_\_\_

**Attach a copy of the proposed program.**

**Please list statement(s) of at least three (3) educational objective(s) if they do not appear in the program:**

1) \_\_\_\_\_

2) \_\_\_\_\_

3) \_\_\_\_\_

4) \_\_\_\_\_

5) \_\_\_\_\_

6) \_\_\_\_\_

**Describe plan for documentation of registration and evaluation (attach sample evaluation form, if possible):**

---

---

---

---

**Specify tasks/details each organization would assume responsibility for arranging:**

---

---

---

---

---

---

---

**Is the meeting location accessible to individuals with disabilities?**

Yes  No

**Physical arrangements for activity?**

Already completed  To be arranged

**Please describe the completed/anticipated arrangements:** \_\_\_\_\_

---

**Anticipated number (and any limits to number) of participants:** \_\_\_\_\_

**CE credit hours requested:** \_\_\_\_\_

**Estimated registration fee(s):** \_\_\_\_\_

**Program designed for what audience?** \_\_\_\_\_

---

- The process of co-sponsoring an event should begin in the formative stages of planning the program. However, we must receive the application fee, no later than 60 days prior to the planned printing/distribution of promotional materials for the event.
- A copy of the program evaluation and current curriculum vitae of all presenters must accompany this application in order for it to be reviewed. Please provide an outline of events.
- NOTE: All promotional materials for events charging a registration fee must contain a cancellation & refund policy. All promotional materials for any co-sponsored event must contain the following statement:

This program is co-sponsored by the Lehigh Valley Psychological and Counseling Association (LVPCA). LVPCA is approved by the American Psychological Association to sponsor Continuing Education (CE) for psychologists. LVPCA maintains responsibility for the program and its content.

## **Co-Sponsorship of a Continuing Education Activity APPLICATION CHECKLIST**

\_\_\_\_ Completed Application Form

\_\_\_\_ Copy of Program, indicating times for each session, break, etc.

\_\_\_\_ Draft of promotional materials, which includes:

- \* Learning Objectives
- \* Continuing Education Credit Hours
- \* Speaker Qualifications
- \* Audience Level
- \* Cancellation & Refund Policy
- \* Special Accommodation Statement (e.g., handicap accessibility, interpreters for the hearing impaired, etc.)
- \* The following statement:  
“This program is co-sponsored by the Lehigh Valley Psychological and Counseling Association (LVPCA). LVPCA is approved by the American Psychological Association to sponsor Continuing Education (CE) for psychologists. LVPCA maintains responsibility for the program and its content.”

\_\_\_\_ Curriculum Vitae for all Speakers

\_\_\_\_ Copy of Final Evaluation Form