

Colorado Psychological Association Checklist for Co-Sponsored CE Programs

Below is a checklist of items that must be used, provided or adhered to in order to meet the requirements for CPA to co-sponsor programs and to be approved by CPA to provide credit for your program.

CHECKLIST ITEMS TO SUBMIT PRIOR TO PROGRAM APPROVAL:

Speaker Agreement

The CPA speaker agreement template will be used by the co-sponsoring organization. It must be completed and signed by each speaker because it notifies the speaker of all requirements in order to be approved for CE, and identifies the specific information that needs to be submitted by them for CE approval, including:

1. Speaker contact information, credentials, biography and a FULL CV demonstrating expertise in the content area.

APA Criteria:

- Sponsors must select instructors with expertise in the program content and who are competent to teach this program content at a level that builds upon a completed doctoral program in psychology.
- Sponsors are required to ensure that instructors, during each CE presentation, include statements that describe the accuracy and utility of the materials presented, the empirical basis of such statements, the limitations of the content being taught, and the severe and the most common risks.
- A FULL CV demonstrating expertise in the content area must be provided for each instructor.

2. Name, location, date and description (narrative) of the program.

APA Criteria:

- Learning objectives should map onto the narrative in Standard D. If you are stating that Objectives X, Y and Z will be achieved, the content of these learning objectives should be clearly represented within the narrative.

Link to Standard D references:

<https://www.apa.org/ed/sponsor/resources/standard-d.pdf>

3. Program specifics and curriculum content.

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In general, every session for which CE is available should have at least three relevant (e.g., reflective of the breadth and depth of the session content), current (e.g., within the past 10 years), sufficient, and evidence-based references (e.g., 3 peer-reviewed references for D.1.1. programming and 2-3 peer-reviewed references for D.1.3. programming, and these are normally journal articles).

- Identify the program level: Introductory, Intermediate or Advanced
- At least 3 Learning Objectives that meet APA standards.
 - Link to examples of both acceptable and insufficient learning objectives: <https://www.apa.org/ed/sponsor/resources/criteria-processes>
- At least 3 Empirically Validated Citations at Doctoral Level

APA Criteria:

- Sponsors must develop educational objectives that clearly describe
 - What participants are expected to learn; and
 - How participants can apply this knowledge in practice or other professional contexts.
- Sponsors must document that the content of each CE program meets one of the following:
 - Program content focuses on the application of psychological assessment and/or intervention methods that have overall consistent and credible empirical support in the contemporary peer reviewed scientific literature beyond those publications and other types of communications devoted primarily to the promotion of the approach;
 - Program content focuses on ethical, legal, statutory or regulatory policies, guidelines, and standards that impact psychological practice, education, or research;
 - Program content focuses on topics related to psychological practice, education, or research other than application of psychological assessment and/or intervention methods that are supported by contemporary scholarship grounded in established research procedures.
- Sponsors must offer program content that builds upon the foundation of a completed doctoral program in psychology.
- Sponsors must be prepared to demonstrate that content is relevant to psychological practice, education, and/or science.

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- Sponsors must include instructional methods that actively engage the learner to enhance acquisition of knowledge and, where appropriate, facilitate translation into practice.
- Examples of appropriate references (must be in APA format):

American Psychological Association. (2015). Guidelines for Psychological Practice with Transgender and Gender Nonconforming People. *American Psychologist*, 70 (9), 832-864. doi: 10.1037/a0039906

Brand, R. M., McEnery, C., Rossell, S., Bendall, S., & Thomas, N. (2018). Do trauma-focussed psychological interventions have an effect on psychotic symptoms? A systematic review and meta-analysis. *Schizophrenia Research*, 13-22. doi.org/10.1016/j.schres.2017.08.037

Briggs, S., Netuveli, G., Gould, N., Gkaravella, A., Gluckman, N., Kangogyere, P., . . . Lindner, R. (2019). The effectiveness of psychoanalytic/psychodynamic psychotherapy for reducing suicide attempts and self-harm: Systematic review and meta-analysis. *The British Journal of Psychiatry*, 1-9. doi:10.1192/bjp.2019.33

4. Addendum A to Speaker Agreement

The speaker will agree to adhere to all APA standards as outlined in Addendum A of the speaker agreement.

5. Conflict of Interest disclosure

The speaker agreement includes a section on conflict of interest which provides the opportunity for speakers to identify any conflicts of interest.

APA Criteria:

- Sponsors must have a process to identify any potential conflict of interest and/or commercial support for any program offered, and they 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. Individual presenters must disclose and explain the presence or absence of commercial support or conflict of interest at the time the CE program begins.

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Schedule

A schedule of the days activities is required in order to determine the appropriate amount of CE credit that can be offered/awarded. All breaks must be noted and will not count for CE credit. One hour of instructional time equals one CE credit. A minimum of one hour of CE is required and then CE can be offered in ¼ hour increments. Attendees must be in attendance for the entire instructional time.

Program Evaluation

Program evaluation is required by the APA in order to continually assess and improve learning. It must include questions regarding:

1. how well each educational objective was achieved.
2. participants' satisfaction with the overall program.
3. perception of the utility of program-based learning to psychological practice or other professional development.

Please provide your evaluation template as part of the approval process.

CHECKLIST ITEMS TO SUBMIT AT THE COMPLETION OF THE PROGRAM:

Marketing Materials

CE promotional materials must contain accurate and complete information for potential program participants.

1. Sponsors must clearly indicate how potential participants may obtain the following information prior to enrolling in a CE program:

- a. Educational objectives;
- b. A description of the target audience and the instructional level of the activity (introductory, intermediate, or advanced);
- c. Schedule;
- d. Cost, including all fees and the refund/cancellation policy;
- e. Instructor credentials, including relevant professional degree and discipline, current professional position, and expertise in program content;

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- f. The number of CE credits offered for each activity;
- g. A clear indication of any activities within a program that are not offered for CE credit.

2. Sponsors must make clearly evident to all potential participants, prior to registration, any known commercial support for CE programs or instructors.

Any other relationships that could be reasonably construed as a conflict of interest also must be disclosed. If there is no conflict of interest or commercial support, then that should be clearly stated.

3. Sponsors must assure that when referring to APA approval, the correct statement is used in all promotional materials such as ads, brochures, and announcements.

When referring to APA approval, the following statement must be used in conjunction with the icon:



“The Colorado Psychological Association (CPA) is approved by the American Psychological Association to sponsor continuing education for psychologists. CPA maintains responsibility for this program and its content.”

Documentation of CE Credit

1. Sign-in/sign-out sheet

A sign-in/sign-out sheet must include participant names clearly printed and signatures by each participant to indicate their arrival (sign-in) and departure (sign-out).

2. CE Certificate

Sponsors must provide documentation (a CE Certificate) to each participant that includes:

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- the APA approval statement,
- the name and date of the activity,
- the number of CE credits earned, and
- a signature or other verification from the sponsoring organization

APA Criteria:

- Full attendance is required for all CE activities, and sponsors must have a method for ensuring full attendance (sign-in/sign-out sheets, room monitors). The Office of CE Sponsor Approval is aware that individuals will, on occasion, arrive late or leave early from a CE program. Sponsors should, within reason, evaluate each situation on a case-by- case basis when considering full attendance and the awarding of credit.
- Sponsors must be able to verify the awarding of CE credit to participants and provide this verification to individuals who request it for at least three years after completion of the activity.

Program Evaluation Summary

Please provide a summary of the evaluation results/data in pdf format.