



AGREEMENT BETWEEN
COLORADO PSYCHOLOGICAL ASSOCIATION
AND
CO-SPONSORING EDUCATION PROVIDER

1. **Parties:** This Agreement is entered into by and between the Colorado Psychological Association (here-in after referred to as CPA), whose address is 2851 S. Parker Road, Ste. 1210, Aurora, Colorado and the Co-Sponsoring education provider
2. of the CE program.
3. **Purpose:** The purpose of this Agreement is for CPA, an APA accredited CE provider, to co-sponsor an individual activity offering continuing education for psychologists.
4. **Term:** This Agreement is effective for a one-time only co-sponsorship of the educational activity.
5. **CPA Responsibilities:**
 - a. CPA will review the submitted program information from the co-sponsor to ensure the content approved for CE credit adheres to the Standards. Refer to attached document: *Standards and Criteria for Approval of Sponsors of Continuing Education for Psychologists*
 - b. CPA will determine the program qualifies for CE credits (based on actual instructional time), at the correct level (based on audience and content).
 - c. CPA will review marketing materials for the co-sponsored activity to ensure the necessary information is included.
6. **Co-sponsor responsibilities:**
 - a. Co-sponsoring education provider will submit to CPA:
 - i. Program information for the one-day workshop including date, time and location. (Anchorage Alaska)
 - ii. A title, speaker name(s), bio(s) and CV(s), a presentation description and objectives.
 - iii. The schedule of instructional time to qualify for CE Credits.
 - iv. An attendee sign-in/out sheet.
 - v. A CE instructional packet to be provided to attendees.

b. Co-sponsor will:

- i. Ensure the content approved for CE credit adheres to the Standards. Refer to attached document: *Standards and Criteria for Approval of Sponsors of Continuing Education for Psychologists*
- ii. Use the correct information in the marketing materials including:
 1. Program Level
 2. The approved CE icon with the following language: “This activity has been submitted to the Colorado Psychological Association and has been approved for ___ CE credit hours for psychologists. The Colorado Psychological Association is approved by the American Psychological Association to sponsor continuing education for psychologists. the Colorado Psychological Association maintains responsibility for this program and its content.”

Reference website for rules of Icon use and to download the icon. <https://www.apa.org/ed/sponsor/resources/icon>

3. Speaker name and bio.
 4. The learning objectives for the approved activity.
- iii. Only provide CE credit for full attendance at the approved activity.
 - iv. Handle attendee evaluations and CE attendance certificates. The attendance certificates must include that the Colorado Psychological Association is sponsoring the program and providing the CE Credit.
 - v. At the conclusion of the co-sponsored activity, provide to the Colorado Psychological Association for CPA’s records to maintain accreditation:
 1. The number of participants.
 2. Completed evaluation forms.
 3. All marketing materials.

7. Fees: **Co-sponsor** will pay the application fee to the Colorado Psychological Association immediately upon submission of online application and prior to the educational activity.