

GPA Sponsored Continuing Education Workshop Policies

Jennifer Smith, PsyD
Chair, Continuing Education Committee

In order to abide to the American Psychological Association (APA) guidelines and improve operational procedures for the Georgia Psychological Association (GPA), the CE Committee is setting the following policies to be in effect as of January 1, 2013.

Modified: August 4, 2018

The following example is based on a three-hour GPA workshop, unless promotional materials specify otherwise.

Continuing Education Credit

Per APA Guidelines, if a registrant misses more than 15 minutes at the start, during or at the end of the workshop, he/she will not be able to receive a C.E. certificate. GPA also request, per APA, that phone calls be made before or after the workshop or during a break, unless there is an emergency.

Registration Cost

(unless otherwise noted in promotional materials)

Early Bird Registration

Must register by 5pm two weeks prior.

- \$70 GPA Members
- \$20 Student/Post Doctoral GPA Members (will not receive a CE certificate)
- \$105 Non-members

Registration

- \$80 GPA Members
- \$30 Student/Post Doctoral GPA Members (will not receive a CE certificate)
- \$115 Non-members

Cancellation Policy

Registrants must cancel through Staci Bratcher only via email or phone (contacting other staff members/leadership does not guarantee your cancellation.) No faxes or mail cancellations will be accepted.

Cancellation Fee: \$35

Refunds will not be given for cancellations within five (5) business days prior to the workshop date.

Call to Serve-Military and Jury Duty:

GPA will return a full refund to military psychologists and psychologists called to jury duty. The psychologist must provide documentation of his/her military orders or jury duty orders to the GPA Office in order to receive the full refund. The request and paperwork must be submitted before 24 hours prior to the workshop. Psychologists who cannot provide documentation and/or do not submit the request within 24 hours of the workshop will be subjected to the normal refund policy.

Waitlist Policy:

After a workshop has reached the maximum registrants, interested persons can request to be placed on a waitlist. The waitlist will be ordered by the time the person made the request. If there is a cancellation, the person next on the waitlist will be contacted by his/her preferred contact information. A minimum of an hour will be given for the person to contact the Central Office back and provide a credit card over the phone. If there is not a response in the requested timeline, the staff liaison has the ability to contact the consecutive people on the waitlist.

Requests for Continuing Education Certificates and Verification Lists:

All workshop participants who met the APA and GPA requirements will receive a continuing education certificate at the end of the workshop. If a person is requesting a duplicate certificate to be made and/or a list of attended continuing education workshops to be created, there will be a \$5 administrative fee for each certificate/workshop verification. A maximum of fifteen business days are required to fulfill a request.

Formal Grievance Procedure:

GPA is fully committed to conducting all activities in strict conformance with the American Psychological Association's Ethical Principles of Psychologists. GPA will comply with all legal and ethical responsibilities to be non-discriminatory in promotional activities, program content and in the treatment of program participants. The monitoring and assessment of compliance with these standards will be the responsibility of the Education Chair in consultation with the members of the continuing education committee, the GPA Ethics Chairperson and the Convention Chairperson.

While GPA goes to great lengths to assure fair treatment for all participants and attempts to anticipate problems, there will be occasional issues which come to the attention of the convention staff which require intervention and/or action on the part of the convention staff or an officer of GPA. This procedural description serves as a guideline for handling such grievances.

When a participant, either orally or in written format, files a grievance and expects action on the complaint, the following actions will be taken.

1. If the grievance concerns a speaker, the content presented by the speaker, or the style of presentation, the individual filing the grievance will be asked to put his/her comments in written format. The CE Chair will then pass on the comments to the speaker, assuring the confidentiality of the grieved individual.
2. If the grievance concerns a workshop offering, its content, level of presentation, or the facilities in which the workshop was offered, the convention chair will mediate and will be the final arbitrator. If the participant requests action, the convention chair will:
 - a) attempt to move the participant to another workshop or
 - b) provide a credit for a subsequent year's workshop or
 - c) provide a partial or full refund of the workshop fee.

Actions 2b and 2c will require a written note, documenting the grievance, for record keeping purposes. The note need not be signed by the grieved individual.

3. If the grievance concerns GPA CE program, in a specific regard, the CE Chair will attempt to arbitrate.

Contact name(s)*: Staci Bratcher.

Email(s): stacibratcher@gapsychology.org

Telephone number(s): (404) 634-6272

Address: 13 Corporate Blvd. NE, Suite 220, Atlanta, GA 30329

Presenter Guest(s) Policy:

All presenters are required to notify GPA of guests (including students and postdocs) at least one week prior to their workshop. Guests must be involved in the presentation and do not receive continuing education credit.

Presenter Handout Policy:

GPA will print a maximum of 20 pages and will print 6 slides per page in black and white, totaling to 120 slides maximum. Handouts will be printed back to back.

Presentation Time Duration Policy:

Presenters should give participants a 15 minute break during each three hours of his/her workshop. All workshops **must** last until three hours after the start of the workshop. If a presenter does not fulfill the time requirement, the participants will not be able to receive continuing education credit.