



2016-2018

**OPA-MCE Approved Providers
Policies and Procedures Manual**

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Introduction

Ohio Psychological Association

The Ohio Psychological Association (OPA) is a private non-profit organization, 501(c)(6), whose mission is to advance psychology as a science, as a profession, and as a means of promoting human welfare, pursuing to these ends as broad a range of Association activities as is feasible. OPA strives to provide members with benefits that respond to their needs and strengthen their profession. One of the services that the Ohio Psychological Association provides is to keep members informed of quality continuing education opportunities.

The Ohio Psychological Association has a long history of providing quality continuing education for psychologists at the post-doctoral level. Through workshops, an annual convention and colloquia, the Ohio Psychological Association has demonstrated its commitment to assisting psychologists in their profession. In 1996 OPA took an additional step toward its goal of providing additional continuing education opportunities when it agreed to work with the State Board of Psychology-Ohio to implement revisions in Ohio law which requires licensed psychologists to complete 20 hours of continuing education achieved every biennium to renew Ohio psychology licenses.

OPA-MCE Program and Ohio Law

According to Ohio law, which was revised in 2002, a psychologist must earn 23 credit hours of continuing education each biennium. These 23 credit hours must be earned through activities that are approved by an Accrediting Agency. (1 credit hour is equal to 1 contact hour.) At least four of these 23 hours must be in continuing education that focuses on professional conduct ethics and/or cultural competency.

In Ohio Revised Code (ORC) 4732.141(B)(1), accrediting agencies are described. It states, "(Continuing education) is obtained through a program or course approved by the State Board of Psychology, the Ohio Psychological Association, or the American Psychological Association or, in the case of a licensed school psychologist or a licensed psychologist with a school psychology specialty, by the State Board of Education, the Ohio School Psychologists Association, or the National Association of School Psychologists." The Association of Black Psychologists may also accredit courses for psychologists in Ohio.

As an accrediting agency, we are furthering our mission and commitment of advancing psychology through continuing education. OPA's goals are as follows:

- Honor the letter and the spirit of Ohio law and regulations;
- Provide the State Board of Psychology with accurate and timely data;
- Assist providers in reaching and maintaining the highest professional and educational standards in their continuing education program.

To reach these goals, the Ohio Psychological Association established the Mandatory Continuing Education (OPA-MCE) Program. There are two components to this program. The first component is the OPA-MCE Office. The second component to the program is the OPA-MCE Committee.

The OPA-MCE Office

To assure accountability and to maintain standards for continuing education, the Ohio Psychological Association created the OPA-MCE Office. The OPA-MCE Office is responsible for the day-to-day functioning of the program that includes data entry, troubleshooting, information processing, data manipulation, contract management, and other relevant functions. The Office will also assist with policy and guideline implementation.

The OPA-MCE Committee

The OPA-MCE Committee is responsible for reviewing all new Mandatory Continuing Education Provider applications, as well as individual courses/articles/books for psychologists. The committee reviews applications on an on-going basis. The OPA-MCE Committee is comprised of Ohio psychologists who have donated their time and effort to assist with assuring quality programs and courses for their colleagues.

In reviewing the applications, the OPA-MCE Committee is guided by the Ohio Revised Code, the State Board of Psychology-Ohio regulations, and policies, procedures and guidelines established by the Committee.

OPA-MCE Standards

OPA-MCE standards require that all courses be pertinent to the theory, practice and methodology of psychology, taught at the post-licensure level/graduate level, and enable a psychologist to provide better psychological care to the consumer.

OPA-MCE Providers

Who are OPA-MCE Providers?

There are a variety of provider organizations. As the Provider Application states, provider types include hospitals, medical schools, government agencies, associations, group practices, universities, professional schools, health facilities, and other businesses.

Those organizations and businesses that are committed to providing quality education opportunities for Ohio psychologists, are able and willing to implement the MCE contract and follow Ohio law and regulations may apply to become an OPA-MCE Approved Provider.

The OPA-MCE Provider Application is designed to communicate provider standards and basic information the OPA-MCE Committee needs to process the application. All standards are based on policies adopted by the OPA-MCE Committee. Answers to questions in the application should focus on methodology and process. The OPA-MCE Committee looks for information about how the provider will meet the MCE standards. Both organizations and individuals may apply to be providers. All applicants must agree to follow OPA-MCE regulations.

Benefits of Becoming a Provider

Benefits of becoming an OPA-MCE Provider are numerous. In addition to being recognized as an organization which plays a key role in the advancement of psychology, OPA-MCE Approved Providers and the Ohio Psychological Association work together to offer continuing education opportunities. Once an organization becomes an Approved Provider, the Ohio Psychological Association will do the following:

- 1) The OPA-MCE Program publishes the "OPA-MCE Approved Provider Guide" on our website at www.ohpsych.org. This guide will include a list of all OPA-MCE Approved Providers and links to their websites.
- 2) The OPA-MCE Program will make mailing lists in label or electronic format with addresses of any or all registered licensed psychologists available for OPA-MCE Approved Providers for a nominal discounted fee.
- 3) The OPA-MCE Program has established an MCE Calendar of Events on our website, on which providers can advertise upcoming courses for free as an additional way for providers to promote their course offerings and reach a wider audience.
- 4) OPA-MCE Approved Providers are also able to advertise in *the Ohio Psychologist* or *the Ohio Psychologist Review* at a discounted rate. To find out more information on how to advertise your courses, contact the Ohio Psychological Association at (800) 783-1983.
- 5) OPA offers a variety of other ways for Providers to establish a strong marketing partnership with OPA. Contact Michael Ranney, OPA Executive Director, to discuss this program.
- 6) The OPA-MCE Office will assist OPA-MCE Approved Providers with any questions regarding procedures for renewal applications, advertising, course reporting, fees, and timelines.

Application Process

Obtaining an Application

Any interested organization may obtain an application by contacting:
OPA Mandatory Continuing Education Office
395 East Broad Street #310
Columbus, OH 43215
Phone 888-672-6231 or 614-224-9620 Fax 614-224-6702
mce@ohpsych.org

Submitting Your Application

Completed applications should be mailed with the application fee (less applicable discount) for the two-year period (See Fee Schedule below) to:

OPA-MCE Office
395 East Broad Street #310
Columbus, OH 43215

If an application does not contain sufficient material to allow OPA-MCE to complete its review, the application will be considered incomplete. You will be notified of the status of the application and the material needed to complete the review process. Further review will not take place until the OPA-MCE Office has received the necessary information.

Once the OPA-MCE Office receives an application, the OPA-MCE Committee will review it. Reviewers will base acceptance or denial exclusively on answers to the application questions. Once a decision has been made, the applying organization will be notified in writing by the OPA-MCE Office. The process will take an average of two to four weeks.

Provider Fee and Schedule

An OPA-MCE Provider application fee in the amount of \$700 is due from non-profit organizations and \$900 from for-profit organizations, made payable to OPA-MCE. **For the period of September 1, 2016-August 31, 2018, additional fees will be due if more than 20 courses are offered.** Your organization may either pay the additional fees in advance or the OPA-MCE Office will bill you for the additional fees based on the number of courses you offer.

OPA-MCE Additional Fee Schedule

	Additional Fee
21-40 Courses Offered	\$200
41-60 Courses Offered	\$400
61-80 Courses Offered	\$600
81-100 Courses Offered	\$800
101-120 Courses Offered	\$1,000
121-140 Courses Offered	\$1,200
141-160 Courses Offered	\$1,400
161-180 Courses Offered	\$1,600
181-200 Courses Offered	\$1,800
201+ Courses Offered	\$2,000

These additional fees are above and beyond the \$700/\$900 registration fee. Again, the \$700/\$900 registration allows providers to offer a maximum of 20 courses with no additional fees.

For those organizations who pay the application fee in full, the OPA-MCE Program will offer a 5% discount on the application fee, making the total for the two-year contract period \$665 for non-profit organizations and \$855 for for-profit organizations. For those organizations that wish to pay in installments, they may make two equal payments of \$350 (non-profit organization) or \$450 (for-profit organization) during the contract period. The first installment is due with the application and the second installment is due on September 1, 2017.

Denial of Application

Providers who cannot clearly document meeting the standards stated in the application will be denied approval. A written statement of reasons for denial will be mailed to the applicants. Applicants have two options once a denial letter is received: 1) the organization can modify the application based upon the reasons for the denial and resubmit the application, or 2) the organization may appeal the decision. Either option must be completed within 60 days of receipt of the letter of denial. To appeal a decision, the organization must clearly state in letter format why they think that the organization should be approved based on the current information submitted to the OPA-MCE Program.

Because the goal of the OPA-MCE program is to assist psychologists with advancement of their profession, the OPA-MCE Office will make a reasonable attempt to assist any organization denied approval so that program approval may be achieved.

Revocation of Approval

If the OPA-MCE Program revokes a Provider's approval status, that revocation of approval will extend to any courses the organization conducts from the date of revocation. The organization is responsible for notifying attendees in advance that the course is no longer approved for continuing education credit by the OPA-MCE Program. Psychologists will be able to receive credit for courses that have commenced prior to the notification of revocation. Revocation may occur from problems such as: programming that fails to meet the standards required of OPA-MCE Providers, repeated documented complaints by participants or continuous late Attendance Sheets. The OPA-MCE Office will make every reasonable attempt to work with the OPA-MCE Approved Provider to correct any problems before revoking the approval status.

Changes to Your Organization's Application

Any change within your organization that substantially effects the information you provided in your original application must be reported to the OPA-MCE Office within 30 days. Such changes as a change in your organization's program developer, or changes that effect the material or instructor selection process are considered to be significant and should be reported. **Changes in the program administrator must be reported to OPA-MCE so that the new administrator understands the requirements for reporting courses.**

Reporting Requirements and Procedures

Provider Responsibilities

During the two-year contract period, the only forms that the OPA-MCE Approved Provider submits are the Attendance Sheets. The Attendance Sheets must be submitted to the OPA-MCE Office within 30 days from the course completion date. OPA-MCE Approved Providers will be billed for any applicable late fees. Please see Provider's Agreement for the schedule of late fees.

If, for whatever reason, an OPA-MCE Approved Provider fails to submit the Attendance Sheet for any course within the 30 days from the course completion date and OPA-MCE registered psychologist informs the OPA-MCE Office that he or she has completed the course, the OPA-MCE Approved Providers will be notified immediately to submit all necessary paperwork and will be billed for all applicable late fees.

We urge you to be sure that if there is a change in staff who deal with the record keeping for your CE programming that new staff are well trained as to the program requirements. OPA-MCE staff will be glad to answer questions new staff may have as to the requirements and use of the various forms, etc.

Attendance Sheet

Please fill out the top of the form completely. We cannot enter courses into the data base without the exact Title, Date, Number of CE, City. Approved Providers are required to send the OPA-MCE Office a list of those psychologists who attended their courses. This information MUST include Ohio license number, name and signature. If the information is not complete, the Attendance Sheet will be returned to Provider for completion.

Distance Learning Form

If you are planning to give courses that psychologists can take off-site, fill out a Distance Learning Form for each course and send it to OPA-MCE. We will then enter the course and give you a course ID#. Throughout the biennium as people take the course, you can then send us a list of their license numbers and names (preferably on an Attendance Sheet) along with the course number assigned. This way, the Provider is only charged for the course one time as opposed to every time a psychologist takes the course. **All Distance Learning courses will be dated 9-1-2018 (the first day of the biennium). Please point this out to participants who may be looking for the course on the date they completed it on their transcript.**

Provider Agreement

The OPA-MCE Program asks that you read carefully the Provider Agreement, which outlines the responsibilities of OPA-MCE Approved Providers.

A few points to highlight include:

- The Provider Organization will mail the the Attendance Sheet for each course offered to the OPA-MCE Program within 30 days for the course/workshop/convention completion date.
- The OPA-MCE provided Attendance Sheets must be completed accurately and information requested is submitted. If information is missing, the Attendance Sheet will be returned to the Provider Organization for completion. A late fee will be charged if applicable.
- The Provider Organization understands that failure to submit completed Attendance Sheet within 30 days from the course completion date will result in financial penalties of \$50 for each month after a course completion date, up to 90 days; for each additional month (30 days) past this 90 days, the penalty will be increased to \$100 per month. This penalty system will be strictly enforced.

Related Organizations and Psychologists' Responsibilities

The Mandatory Continuing Education Program accepts all courses taken from American Psychological Association Approved Sponsors.

If a psychologist takes a course from an APA Approved Sponsor, the psychologist is responsible for submitting the necessary paperwork to the OPA-MCE Office. Thus, the APA Approved Sponsor is not responsible for assuring that the proper paperwork has been submitted for recording purpose.

Organizations that are APA Approved Sponsors who choose not to become an OPA-MCE Approved Provider are not eligible to be listed on the OPA Web site and will be required to pay full rates for advertising in any OPA publication.

The OPA-MCE Program will continue to accept courses completed through state or provincial psychology association or state boards of psychology, depending upon the mechanisms they have established for recording continuing education credits.

Promotional Materials and Co-sponsored Events

Any course offered to Ohio psychologists, whether or not it is given within the State of Ohio, must print a Statement of Providership on any promotional literature, as follows:

“INSERT ORGANIZATION NAME is an approved OPA-MCE Provider” or “INSERT ORGANIZATION NAME is approved by the Ohio Psychological Association-MCE Program to offer continuing education for psychologists” or “The INSERT ORGANIZATION NAME, INSERT PROVIDER NUMBER, maintains responsibility for the program.”

For co-sponsored events, all co-sponsors must be clearly identified in promotional materials. Additionally, the material must clearly state which provider is responsible for upholding accrediting agency criteria by including the organization's name in the above statement.

Co-sponsored programs

OPA-MCE Provider status may not be lent to other organizations that approach you for assistance in offering CE credit for Ohio psychologists. If you are listed as a co-sponsor of a program that should reflect your involvement from the beginning in planning the program and the involvement of those listed on your application in setting the learning objectives, developing materials and selecting presenters.

Conferences

A conference is made up of several presentations. Each of these presentations is calculated as a single course. CE is determined by the number of face-to-face classroom hours. The entire conference can be considered one course only if all attendants are required to attend all the presentations and all get the same number of CEs. The Provider must have a documented plan for attendance monitoring. Presentations must contain a didactic portion and be directly related to the theory, practice or methodology of psychology at the post licensure level. Meaningful participant evaluations are required along with active attendance monitoring. Each presentation must meet the OPA-MCE standards in order for participants to receive credit. Credit will not be given for any presentations that a psychologist does not attend in full, that is not arrive more than 10 minutes late or leave more than 10 minutes early, with reasonable exceptions.

Grand Rounds

OPA-MCE does accept Grand Rounds/In Service Training. The primary instructor should be your Program Developer. Your organization will be responsible for notifying psychologists of the course end date and when the credits will be reported to the OPA-MCE Office. Grand Round courses should end prior to the close of the biennium. The Provider organization must have a documented system for actively monitoring attendance. For OPA-MCE billing purposes, eight (8) grand rounds equal one (1) course.

Distance Learning Courses

OPA-MCE accepts internet, webinars and home study courses under the definition of distance learning. Psychologists may use distance learning to complete all of their 23 hours of continuing education. All OPA-MCE guidelines and standards apply to distance learning courses. OPA-MCE's criteria for evaluating distance learning courses include the following: There should be a rationale for the method by which the course is taught. There must be a system for positively determining who participates in the course. Particularly for internet courses, and for other course delivery methods, such as the signature of the participant stating that he/she took the course without outside help. There must be a means of ensuring the security and confidentiality of course material and a clear system for verifying the instructional hours of the course. You must have clear requirements for course completion to award credit for the course. If some form of test is determined to be the appropriate measure of course completion, you should have a well thought out rationale for the length, content and pass threshold of the instrument used.

Approved Providers offering courses that are not offered for credit to psychologists

It is conceivable that an OPA-MCE Provider offers courses to a variety of audiences and that some courses you offer may not be considered by you as appropriate for credit for psychologists. If psychologists attend such courses they should be made aware that you are not offering the course for credit to them. They may choose to submit a single course review form to the OPA-MCE Office for the OPA-MCE Committee to consider whether or not to award credit.

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Fax (614) 224-6702
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