

Alabama Psychological Association

JOINT SPONSORSHIP AGREEMENT for Continuing Education Programs

The Alabama Psychological Association (aPA) is approved by the American Psychological Association (APA) as a sponsor of continuing education programs for psychologists. We are also recognized by the Alabama Board of Examiners in Psychology as a provider of continuing education programs for psychologists. Programs sponsored or jointly sponsored by aPA allow participants to earn CE credits under the mandatory state CE requirements.

aPA will sponsor qualifying programs jointly with other organizations to participate in the presentation of quality CE programs and to facilitate our members attending and receiving CE credits. The following summarizes aPA's policies and procedures regarding joint sponsorship arrangements.

1. **Jointly sponsoring organizations.** aPA typically jointly sponsors with not-for-profit professional, educational, scientific, and/or clinical organizations. We do not jointly sponsor programs designed to promote products and services.
2. **aPA must be involved in program planning.** aPA must be involved in the planning process of any program aPA jointly sponsors. We cannot sponsor or offer credits retrospectively. We cannot sponsor or offer credits unless we are involved in the planning process for the program. aPA, as an approved sponsor of CE activities for psychologists, must assure that a number of guidelines are met. We reserve the right to decline to jointly sponsor any event that we do not believe is appropriate for our membership.
 - Approved programs must be appropriate for doctoral-level psychologists.
 - Approved programs must comply with the Ethical Principles of Psychologists; specifically, they must ensure the security of tests and proprietary information and the confidentiality of individuals and organizations.
 - Planning of approved programs must include a procedure for insuring that participants attend the complete program (e.g. sign-in/out sheets, workshop monitors) since partial attendance, late arrival, or early departure will preclude the issuance of CE credits.
3. **Publicity materials.** The jointly sponsoring organization and aPA representative collaborate to compose the publicity materials, typically a brochure or mailing. aPA requires the following information to be included on the brochure:
 - a. The program sponsors.
 - b. The title of the program.
 - c. The date, time, and exact location.
 - d. The name, degrees, and title of the presenter(s).
 - e. A narrative description of the program.
 - f. A statement of the intended audience.
 - g. Learning objectives. Please see attached addendum for required statement of learning objectives.
 - h. A short biographical description of the presenter(s).

- i. Continuing Education credit statement for psychologists, which must be worded exactly as required by APA:
“This program is sponsored by *your organization* and the Alabama Psychological Association (aPA). The Alabama Psychological Association is approved by the American Psychological Association (APA) to sponsor continuing education for psychologists. aPA maintains responsibility for this program and its contents. This program is approved for *number (numeral)* credit hours for psychologists by aPA. Partial attendance, late arrival, or early departure will preclude the issuance of CE credits.”
- j. A refund/cancellation policy notice.
- k. A statement regarding handicapped-accessibility and a contact person for potential registrants to reach regarding special needs.

aPA must co-author, review, and edit this information *before* the materials are printed and mailed. We also need to have copies of the publicity materials and the vita of presenter(s) to place in our files.

4. Financial arrangements.

- a. In cases in which aPA assumes no financial obligations or risk and all of the expenses and revenues are assigned to the jointly sponsoring organization, aPA charges **\$150.00** to jointly sponsor a single workshop with one set of learning objectives, for conferences offering multiple workshops: \$150 for up to 2 workshops per day; \$50 for each additional workshop for the conference or an organization can pay a fee of **\$400.00** annually for all programs (professionally appropriate). This fee covers all of our expenses related to record keeping and issuing CE credits to psychologists. It must be paid prior to distribution of publicity materials.
- b. The one time or annual fee paid by the organization also includes advertising for the workshop on the aPA Website if the organization so chooses. The organization must notify the aPA if they wish to advertise.
- c. An additional \$10.00 per person is charged for each psychologist participant who is not a member of aPA. The co-sponsoring organization is billed for these fees through the aPA office.

5. Forms and record keeping. Upon receipt of the information for publicity materials, aPA will generate two forms that include the information in items 3a through 3d and 3g above and which are required for issuance of CE credits. These forms will be sent to the jointly sponsoring organization for duplication and use. Both forms are collected on site of the program and mailed by the jointly sponsoring organization to aPA at the address on this letterhead. (On occasion an aPA representative will be present at the program site to collect the forms.)

- a. The **CE Credit Log** serves as a record of attendance of a program, and is the form mailed back to the attending professional as the official CE certificate.
- b. The **Program Evaluation**. All programs sponsored by the aPA must be evaluated by participants. The completed evaluation forms are mailed to aPA together with the CE Credit Logs and are required before CE credits can be sent to psychologist participants. We ask that program presenters

be given feedback based on this evaluation data, and aPA will assist with that process as needed.

AGREEMENT TO THE ALABAMA PSYCHOLOGICAL ASSOCIATION:

Program Sponsor: _____

Title of Program _____

Date of Program _____

Number of CE Credits: _____

Contact Person: _____

Contact Information: _____

I will abide by the conditions and terms of this agreement

Signature _____

Name (print) _____

Date: _____