

Alabama Psychological Association

JOINT SPONSORSHIP CHECKLIST

BEFORE THE PROGRAM:

- _____ 1. Joint Sponsorship Agreement signed and submitted to aPA
- _____ 2. Joint Sponsorship Fee included with Agreement
- _____ 3. Workshop-Presenter Information Form and presenter's Vita submitted.
- _____ 4. Required content and language included in advertising brochure or flyer.
- _____ 5. Copy of advertising flyer or brochure sent to aPA with content approved before being mailed out.

DURING THE PROGRAM:

- _____ 6. Workshop Sign-in Sheet provided by aPA completed by each participant.
- _____ 7. CE Credit Certificate provided by aPA distributed to each participant. This will be provided during the planning process.
- _____ 8. Evaluation Form provided by aPA distributed to each participant. This will be provided during the planning process.
- _____ 9. CE monitoring rules provided to monitors

AFTER THE PROGRAM:

- _____ 10. Completed Workshop Sign-in Sheet, CE Credit Certificates *and* Evaluation Forms from each participant returned to aPA
- _____ 11. CE processing fee of \$10 for each participant who is not an aPA member included with completed Certificates and Evaluation Forms

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