



Chapter/Division Name

Chapter/Division CE Chair

Email

Course Title

Course Level: ☐ Advanced ☐ Intermediate
☐ Introductory

Target Audience: ☐ Psychologist ☐ Psychiatrists
☐ MFT/LCSW/LEP ☐ General Public/Other

Course Date

Course Time

Total CE Hours/Credits

Instructor(s) Name

Divisions ONLY:

Registration (select all that apply): ☐ All CPA Members ☐ Your Division Member Only ☐ Non-Members
☐ Student Members ☐ Other: _____

Pricing: _____ CPA Members _____ Your Division Members _____ Non-Members _____ Students _____ Other



Course Materials Check List



Please use the following check list to ensure all required course materials have been included with this course application. Incomplete applications will be returned.

- **Course syllabus** showing how the course pertains to theory, practice, methodology or research of the profession of psychology at a post-doctoral level and containing:
 - Course Outline, including the time devoted to each major topic
 - Course description with references that demonstrate how the course meets content requirements listed below.
 - Measurable learning objectives written to the APA Standard
 - Independent Learning ONLY - post test with 2-3 multiple choice questions per hour. Limit of one True/False question. Include Answer Key with post test.
- **Instructor Curriculum Vitae**
- **Course Content** (From APA's Standards and Criteria for Approval of Sponsors of Continuing Education for Psychologists) must meet at least one of the following criterions. Please note which **one** is met.
 - ☐ Program content focuses on application of psychological assessment and/or intervention methods that have overall consistent and credible empirical support in the contemporary peer reviewed scientific literature beyond those publications and other types of communications devoted primarily to the promotion of the approach. **NOTE:** At least three (3) current (10 years or less) relevant references (in APA format) must be provided as evidence that program content has met the selected criterion.
 - ☐ Program content focuses on ethical, legal, statutory or regulatory policies, guidelines, and standards that impact psychological practice, education, or research.
 - ☐ Program content focuses on topics related to psychological practice, education, or research *other than* application of psychological assessment and/or intervention methods that are supported by contemporary scholarship grounded in established research procedures.
- **Marketing Materials** must be approved by CPA in advance of course approval and before they are distributed. A course may **not** be advertised as "under review" and may not be advertised until approved.

Course Monitoring

Please describe your procedures for actively insuring full course attendance.

Reminder: Distribution of the certificates is not related to receiving an evaluation from the attendee. Granting CE is based on attendance alone.

List this event under CPA's CE/Event Calendar?

If yes, please provide the following information:

Course site name and address. (Please provide full address)

Contact Person

Email

Phone

Payment and Return of Course Materials

A \$15 administrative fee for each attendee who received CE credit, and all required course materials, must be received within two weeks after the workshop occurs. If payment is not made, or if any of the required course material is missing, all co-sponsorship is void. All marketing pieces produced for the course must also be included.

Authorization (required)

I certify on behalf of _____, that the preceding statements and the enclosed documents are true. I understand that any false statements may result in the revocation of CPA continuing education sponsorship. I understand that I am responsible for maintaining all standards outlined in the CPA continuing education sponsorship guidelines and application and that this course may be subject to an unannounced on-site audit.

Chapter/Division CE Chair

Date

Reminders

- ◇ Advertising - Please use this precise language when referring to CE credit: "CPA is co-sponsoring with (name of Chapter). The California Psychological Association is approved by the American Psychological Association to sponsor continuing education for psychologists. CPA maintains responsibility for this program and its contents"
- ◇ CE Credits - The term "CEU" is copyrighted by an organization known as IACET (International Association for Continuing Education & Training) and it represents 10 hours of class time for a single hour/credit of adult learner credit. CE credit in psychology is calculated on an credit per hour basis. Please always use the term CE credits.
- ◇ You (the Chapter/Division) are required to provide an evaluation to the attendees. The attendee is not required to submit the evaluation to receive CE credit. CE credit is based only on attendance.

Important

- ◇ Completion of this form does not constitute CPA continuing education co-sponsorship.
- ◇ If granted, CPA continuing education co-sponsorship will become effective on the date set forth in the notification of approval letter. Approval is not retro-active.
- ◇ Please return this form and all necessary materials to Sabrina at CPA: slongero@cpapsych.org at least six weeks prior to the start date.

Or by Mail to:

1231 I St. Ste 204, Sacramento, CA 95814

(p) 916 286-7979 • (f) 916 286-7971 • (e) cpa@cpapsych.org