



New York State Psychological Association



***CONTINUING EDUCATION PROGRAM* POLICIES & PROCEDURES MANUAL**

Foundation New York State Psychological Association

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1. Goal of the Foundation of New York State Psychological Association Continuing Education Program

The goal of the Foundation of the New York State Psychological Association's (NYSPA) Continuing Education program is to improve the delivery of psychological services to the public by providing high-quality, accessible educational workshops for psychologists throughout New York State. NYSPA seeks to increase the professional competence of attendees by teaching them new skills and knowledge, as well as by refreshing already acquired knowledge.

2. The NYSPA Continuing Education Committee

The NYSPA Continuing Education Committee strives to ensure that NYSPA delivers quality continuing education programs that meet the needs of New York Psychologists. All presenters must be well qualified and established in their field. Using a needs assessment process, NYSPA makes every attempt to acknowledge and recognize the specific CE needs of psychologists in New York State. Workshops are held in different parts of the state so that psychologists will have opportunities to attend continuing education programs in or near their home community.

It is the responsibility of the NYSPA Continuing Education Committee to assess the continuing education needs of psychologists and to organize educational events to meet these needs. The Committee is the body responsible for determining if programs submitted for continuing education meet sponsorship approval requirements. The Chair leads the committee, comprised of NYSPA members from throughout the state, to administer NYSPA's continuing education offerings. In accordance with the APA Sponsor Approval System Guidelines, the Chair of the Committee is the administrator of the NYSPA Continuing Education Program.

3. Administration, Planning and Development

NYSPA is approved as a sponsor of continuing education for psychologists under the APA Continuing Education Sponsor Approval System. The Continuing Education administrator keeps abreast of the current APA Criteria and Procedures Manual to maintain compliance, and works in conjunction with the CE committee to ensure that all rules and procedures are adhered to during the development and planning of workshops.

The Central Office staff provide necessary support to the CE Committee, including, but not limited to, distributing and disseminating all communications from APA related to the sponsor approval system to the committee members, maintaining a dedicated electronic list to facilitate communication among committee members, maintaining a database of presenters and program attendees, the issuance of certificates of attendance to qualified participants and assisting program co-sponsors with applications and presenter agreements. All applications, presenter agreements, handouts, grievances and program evaluations are maintained in secure files at the NYSPA central office.

4. The NYSPA Program Committee

NYSPA's Program Committee works in conjunction with the NYSPA CE Committee by planning and scheduling NYSPA-sponsored programs, including the annual convention. The program committee is comprised of eight psychologists representing the organization's governance, divisions and regional affiliates. Additionally, the membership committee and NYSPA's Graduate Students (NYSPAGS) contribute ideas for programs that represent interests of all membership groups including students. The program committee refers all programs to the CE Committee for review. The CE committee determines whether a proposed offering is eligible for CE credit.

5. Co-Sponsorship of Workshops

NYSPA may decide to co-sponsor a CE activity with an *outside* organization. In keeping with APA requirements, NYSPA’s CE Committee and Central Office staff are involved in the planning and approval of a co-sponsored activity.

The Co-Sponsorship Agreement, application and all other materials required herein, must be submitted to NYSPA **at least 30 days before the date of the proposed workshop.**

NYSPA’s CE Committee will review the application and will make a decision within 10 business days from the day of receipt of all materials.

If the application is approved, the co-sponsoring entity may proceed, but must comply with all of the requirements in the NYSPA Continuing Education Program Policies and Procedures Manual. If the initial application is rejected, the letter of denial will include the reason for denial of the application. **The decision to approve or disapprove course content by NYSPA’s CE Committee is final and binding.**

An administrative fee of \$50 per program will be charged to not-for-profit organizations, government agencies or NYSPA affiliates, divisions, committees or task forces. A tax exempt certificate must be provided by organizations claiming not-for-profit status. All other entities will be required to pay \$100 per programs. **The application fee is nonrefundable.**

6. Co-Sponsorship Agreement

The co-sponsoring entity must sign and return the co-sponsorship agreement (**Attachment A**) with NYSPA that covers:

- A. Program Planning
- B. Site Selection
- C. Program Selection
- D. Presenter Agreements
- E. Promotional Materials
- F. Program Evaluation
- G. Attendance Requirements
- H. Awarding of CE Credits
- I. Financial
- J. Arrangements

7. Promotional Materials

Promotional materials for the event must include:

- A. Educational objectives (three to six recommended)
- B. Participants and skill levels for which the program is appropriate
- C. Schedule and format (including starting and ending hours)
- D. Cost, refund/cancellation policy, and any additional fees or expenses
- E. Presenters’ credentials
- F. Number of continuing education credits offered for the program
- G. Mandatory co-sponsorship statement
- H. Instructions for filing Grievances
- I. Attendance Policy

See **Attachment C** for an example of promotional materials and items that must be included in all promotional materials including the **mandatory co-sponsorship statement**. All promotional materials **must be approved by the NYSPA CE Committee** prior to distribution. Sponsoring entities should allow 10 business days for review once the promotional material is submitted to the NYSPA office.

8. Attendance Policy

The co-sponsoring entity is required to have attendees sign in at the beginning of the program, **and** after the lunch break **and** sign out before going to lunch and at the close of the program (See **Attachment D**). Individuals arriving more than 15 minutes after the start of the program or leaving early are not eligible for CE credit. This policy may not be waived and the co-sponsor is responsible for enforcement (see **Attachment E**).

9. Program Evaluation

The co-sponsoring entity must provide NYSPA with completed program evaluations for each presentation. This **must** include an aggregate data report and individual copies of the evaluation forms provided to co-sponsors (**Attachment H**). Individuals must sign the program evaluations and hand the completed evaluation in at the conclusion of the program to be eligible for CE credit.

10. Awarding of Credits

Within 15 business days after the continuing education activity, the co-sponsoring entity must submit to NYSPA:

- A. The sign in/sign out sheets for each co-sponsored activity
- B. Three copies of each program evaluation form for each participant requesting continuing education credit.
- C. Fees covering the continuing education attendance certification
- D. Three copies of all promotional materials

Within 10 business days of receipt of this information, the NYSPA Office will send to all eligible participants a Certificate of Attendance that specifies the name of the offering, the sponsoring entities, the date, and the number of credits received from NYSPA as an APA-approved continuing education sponsor.

11. Fees

A fee of \$50 for not-for-profit organizations. Government agencies, NYSPA affiliates, divisions, committees and task forces and \$100 for all other organizations/individuals per event must accompany the initial application. This fee is nonrefundable.

Within 15 business days of the completion of the continuing education activity, the co-sponsoring organization must submit a fee of \$10.00 per person per activity for NYSPA members, or \$20.00 per person per activity for non-members for each person who is to receive a Certificate of Attendance from NYSPA that verifies that continuing education credit is awarded. No Certificates of Attendance will be awarded unless this fee is paid.

12. Facilities

Facilities where NYSPA or a co-sponsor holds continuing education activities must provide adequate space for the type of educational methodology used and be private enough to safeguard confidentiality of case material or work samples. It is recommended that a classroom style arrangement be used for all workshops. All facilities must be accessible to those who are physically challenged in accordance with the Americans with Disabilities Act (see **Attachment F**). If special requests are received, a co-sponsor will attempt to make the necessary arrangements (i.e. provide assistance to visually impaired registrants or provide sign language interpreters).

13. Program Selection and Development

Continuing education offerings are based on interests and needs identified by assessment procedures undertaken by the CE Committee, Central Office and NYSPA’s Program Committee. These procedures for NYSPA include:

- A. Providing evaluation forms that ask workshop participants what topics should be covered in future workshops (See **Attachment H**).
- B. Obtaining input from the NYSPA Council, Executive Director and members regarding program and speaker choices.
- C. Forwarding solicitations from potential presenters to the Program Committee for its consideration.
- D. Using the assessment information to help make decisions regarding the presentation of a continuing education activity.

The Continuing Education Committee discusses what topics are currently prevalent in the field and tries to select a diverse number of topics to cover during the year in order to satisfy a broad range. The target audience for most NYSPA continuing education events is licensed psychologists. Other groups (e.g. teachers, substance abuse counselors, attorneys) may be invited to workshops, if appropriate, but the content must be appropriate for **psychologists** to be considered for approval. NYSPA’s Program Committee carries out the development and implementation of programs.

14. Instructional Personnel

Instructors are selected based on the following criteria:

- Competence in area of instruction,
- Advanced degrees (usually a doctorate),
- Teaching experience

A review of each prospective presenter’s past presentations, reputation, personal knowledge, and references also is important. The committee must make an effort to provide a mixture of well-known presenters and local presenters.

15. Program Content

NYSPA continuing education programs should be relevant to psychological practice, theory and method for psychologists.

- A. The co-sponsoring entity chooses the presenters and the topics of the workshops.
- B. A Presenter’s Agreement form is mandatory. The co-sponsor should forward this form to each presenter, to be completed by the presenter with the title, description and learning objectives, as well as a summary of the presenter’s qualifications (See **Attachment B**).
- C. The learning objectives are reviewed by the committee or the co-sponsor and are accepted **or** sent back to the presenter for further development.
- D. Workshops are designed to address the learning needs of psychologists. Students may enroll in workshops. Promotional materials must clearly outline the learning objectives and enrollees should be able to determine whether the program will be appropriate for their needs and level of training.
- E. All programs require a direct assessment of participant learning. Sponsors shall document the method being used (e.g. post-test questions and question and answer (Q&A) sessions at the end of the program).

16. Standards For Awarding Credit

NYSPA offers Continuing Education Credit Certificates to participants who attend CE activities in their entirety. Credit is given in whole; therefore, partial credit cannot be awarded to attendees who attend only a portion of a CE activity. Attendees must stay for the entire workshop to earn CE credit.

NYSPA Central Office will maintain an attendance record for three years after a CE activity.

All attendees must sign in at the beginning of an activity, must sign back in after the lunch break (if applicable), and must be present and sign out before lunch and at the end of the activity, for credit to be awarded. *All participants must complete evaluation forms in order to receive a credit certificate.*

17. Ethics

NYSPA CE activities should conform to the highest ethical standards available to psychologists. Presenters must comply with the most recent edition of the *APA Ethical Principles of Psychologists*. If they need a copy of this ethics manual, please visit www.apa.org. CE activities and presenters must adhere to APA’s Ethics Code by:

- A. Ensuring that demonstrations or procedures by presenters conform to the highest ethical and professional standards, as established by *APA’s Ethical Principles of Psychologists*;
- B. Ensuring that claims that imply new, innovative, or breakthrough types of findings are defined and substantiated with empirical data;
- C. Ensuring that co-sponsors do not discriminate when hiring staff, selecting participants, or selecting presenters;
- D. Ensuring that presenters are chosen for their expertise to meet the specific needs of attendees, and that selection of presenters is not made on a basis of their gender, race, or other individual differences;
- E. Ensuring that confidentiality of instructional materials is respected: Workshop records will be locked in the NYSPA Central Office and will not be open to the public. Only the CE administrator and the CE Committee members have access to those records.
- F. Informing workshop participants when a presentation may be particularly stressful or upsetting.
- G. Ensuring that presenters and/or the co-sponsor informs NYSPA of any affiliations (such as with pharmaceutical manufacturers) that might present a conflict of interest or ethical issue. (See **Attachment B** for the Presenter Agreement).

18. Grievances

Co-sponsors are required to distribute a copy of NYSPA’s CE Committee Grievance Policy at the start of each program. Copies of the Grievance Policies will be forwarded to all approved co-sponsors. All grievances are to be filed in writing to the Foundation of the New York State Psychological Association, Inc., 3 Pine West Plaza, Suite 308, Albany, New York 12205. The Continuing Education Committee must be alerted of any participant complaints in a timely manner. Each complaint will be dealt with on an individual basis in a reasonable, ethical and timely fashion using the NYSPA Continuing Education Grievance Policy (See **Attachment G**).

**Agreement for Co-Sponsorship of a Continuing Education Program
between the Foundation of the New York State Psychological
Association and**

_____ (co-sponsor)

The program entitled _____ to be offered on ____/____/____ at _____ will be co-sponsored by the Foundation of the New York State Psychological Association and _____ (hereafter referred to as "co-sponsor"). Co-sponsor is requesting _____ Continuing Education Credits upon the completion of this program.

Co-sponsor is a (check one):

- Not for profit (please provide IRS tax exempt certification)
- For-Profit
- Government Agency

with its principal place of business located at: _____

The contact person for the co-sponsor on this program will be: _____
(name and title)

The Foundation of the New York State Psychological Association is approved by the American Psychological Association to offer continuing education for psychologists. The Foundation of the New York State Psychological Association maintains the responsibility for this program, and will be involved in all aspects of program planning. As an approved sponsor, the Foundation of the New York State Psychological Association will ensure that the American Psychological Association's *Ethical Principles of Psychologists* are upheld in the delivery of this program.

By signing this document, co-sponsor agrees to adhere to the American Psychological Association's *Ethical Principles of Psychologists*. The American Psychological Association's *Ethical Principles of Psychologists* are available at www.apa.org.

The Foundation of the New York State Psychological Association will not lend or transfer its approval status to co-sponsor. The co-sponsor is not permitted to act as an approval body and is not allowed to state that it, in turn, is approved by APA.

By signing this document, the co-sponsor acknowledges they have read the terms of this agreement and that they agree to the following conditions and terms:

Site Selection

The co-sponsor is responsible for selecting the date, location and meeting site for the program. The co-sponsor represents that the facility provides adequate space for the kind of educational methodology used and it is private enough to safeguard confidentiality of case material and work samples. The Co-Sponsor represents that the facility complies with the American with Disabilities Act. If special requests are received, Co-sponsor will attempt to make the necessary arrangements.

Program Selection

The co-sponsor and all presenters understand and agree that the program content will be reviewed with NYSPA's CE Committee. The decision to approve or disapprove course content is final and binding. NYSPA's CE

Committee reserves the right to make recommendations for changes to meet the APA CE Sponsor Approval Guidelines.

Sponsors must be prepared to demonstrate that information and programs presented are based on a methodological, theoretical, research, or practice knowledge base. This requirement must be met by at least one of the following:

Program content relates to psychological assessment and/or intervention methods that have peer-reviewed published support (provide a minimum of three current, relevant APA-formatted references supporting the approach, or reference inclusion in a published list of endorsed treatment approaches).

Program content is focused on topics related to psychological practice, education, or research *other than* assessment and intervention methods, and is supported by empirical research (provide a minimum of five APA-formatted references for empirically-based articles supporting the program content).

Program content is related to ethical, legal, statutory or regulatory policies, guidelines, and standards that impact psychology (this relationship needs to be specified in detail).

Presenters

The co-sponsor will negotiate fees and other expenses (if any) with each speaker, and will obtain from each speaker a signed letter of agreement (*Attachment B*), outlining the terms of the financial arrangements as well as other arrangements, including agreement to abide by the APA *Ethical Principles of Psychologists*. NYSPA shall receive a signed presenter's agreement and curriculum vitae for each presenter.

Presenters must have expertise and be competent in the areas in which they teach.

Learning objectives should clearly define what the participant will learn or be able to do as a result of having attended the program, and these objectives must be stated in measurable terms.

Co-sponsor ensures that presenters will include statements that describe the accuracy and utility of the materials presented, the basis of such statements, the limitations of the content being taught, and the severe and most common risks.

Presenters must clearly describe any commercial support for the CE program to participants at the time the CE program begins. Any other relationship that could be reasonably construed as a conflict of interest also must be disclosed.

Promotional Materials

The co-sponsor will publicize the workshop through print or electronic material describing the offering in detail. Materials shall include: educational learning objectives, a description of the participants for whom the program is designed and skill level for which it is appropriate, schedule and format, cost, faculty credentials, number of credits offered, cancellation/refund policy, contact information, a statement of how to file a grievance, the attendance policy and a statement disclosing any known commercial support or any other relationships that could be construed as a conflict of interest. When referring to APA approval the following statement must be made:

The Foundation of the New York State Psychological Association, Inc. is approved by the American Psychological Association to sponsor continuing education for psychologists. The Foundation of NYSPA maintains responsibility for this program and its content.

Promotional materials must be approved by Foundation of NYSPA before being disseminated. (See Attachment C for an example of promotional materials)

Evaluation/Awarding Credits

At the conclusion of each program, co-sponsor will provide each participant with the program evaluation form (*Attachment H*) that includes the stated learning objectives of the workshop. The form will also include feedback on the presenter(s) and participant satisfaction.

The co-sponsor will also provide a sign -in and sign-out mechanism documenting the attendance of participants. (*Attachment D*) Awarding of CE credits will be based on attendance. A certificate of continuing education credit(s) will be mailed by the Foundation of NYSPA to each participant who meets the Foundation of NYSPA’s attendance requirements as demonstrated by the sign –in/sign-out sheet and a completed program evaluation.

Financial Arrangements

The Foundation of NYSPA bears no financial responsibility for this program. All receipts from the program will be kept by NYSPA (Association). All CE payments will be paid to the Foundation for processing expenses.

Attendance Policy

To be eligible to receive a continuing education certificate participants must attend the entire program. No partial credit will be given. No credit will be given to participants who are more than 15 minutes late at the beginning of any segment of a continuing education offering. Participants must sign the sign in/sign-out sheet for each segment of an offering as well as complete the program evaluation form. (*Attachment D*).

Grievance Policy

The enclosed grievance policy is provided by the Foundation of NYSPA (*Attachment G*) and must be distributed to each program participant at the beginning of the program.

By signing below, the parties acknowledge that they have read the terms and conditions above and they agree to abide by those terms and conditions as stated herein.

Signature _____
Date

Contact name and title: _____

Company: _____

Address: _____

Telephone: (_____) _____

Contact E-mail address: _____

Signature _____
Date

By: _____ (name and title)

The Foundation of the New York State Psychological Association, Inc.
3 Pine West Plaza, Suite 308
Albany, New York 12205
Fax (518) 437-0177
nyspa@nyspa.org

Presenter Agreement

Workshop Title: _____

Date/Time: _____

Presenter Information

Presenter's Full Name: _____ Degree: _____

Affiliation: _____

Address: _____

City, State, Zip: _____

Phone: (_____) _____ - _____ Fax: (_____) _____ - _____

Email Address: _____

The presenter agrees to accept \$0 for presenting this program. The presenter agrees to provide all the necessary program information, to review the course content with the CE Committee (if advised), abide by the recommendations for change(s) to meet the needs of the target population, and agrees to abide by the American Psychological Association's ***Ethical Principles of Psychologists***.

Program Description

Please describe the content of the program, including SPECIFIC DETAILS of the material to be presented. (Do not just refer to general theories or models.)

Program Rationale

Presenters must demonstrate that the content to be presented is either (a) supported by empirical research and/or (b) related to legal and ethical issues that impact psychology. Check one box below that is the primary focus of your program. (More is not better.)

Program content relates to psychological assessment and/or intervention (e.g., therapy) methods that have peer-reviewed published support. Provide either (a) three relevant references (in APA citation format) that offer empirical support for the approach or (b) a published list (such as that put out by Division 12, Clinical Psychology, of APA) of endorsed, evidence-based treatment approaches that includes the approach to be presented.

Program content is focused on topics related to psychological practice, education and training, or research OTHER THAN assessment and intervention/therapy and is supported by empirical research. **Provide three APA-formatted references offering evidence-based support for the program's content.**

Program Rationale (continued)

- Program content is related to legal and ethical issues that impact psychology. **This relationship needs to be specified in detail, with supporting citations.**

For the box checked above, please provide the requested specific supporting details and citations that demonstrate how the program meets the rationale checked.

Program Objectives

Please provide learning objectives. There should be at least one objective for each CE credit hour requested. These objectives must be stated in observable, potentially measurable terms. They should clearly define what the participant will be able to do as a result of having attended the program. The objectives should be written from the participant’s perspective and should use an active verb (such as will be able to “state,” “describe,” “explain,” “verbalize,” “demonstrate”). Verbs to be avoided include “know,” “understand,” “learn,” “appreciate,” “become aware of” and “become familiar with.”

For example, “The participant will learn about the differences between Freudian and Kleinian approaches to aggression” is *NOT* acceptable, as it is not observable and does not use an active verb.

Similarly, “The presenter will discuss the basic tenets of dialectical behavior therapy” is *NOT* acceptable because it is not written from the participant’s perspective.

In contrast, “The participant will be able to describe two key differences between Freudian and Kleinian approaches to aggression” is acceptable, as it is observable, uses an active verb, and is written from the participant’s perspective.

Assessment of Participant Learning

All programs require assessment of participant learning. Acceptable approaches include posttest questions (please include these if choosing this form of assessment) or a scheduled Q&A period. Please specify your form of assessment.

CHECKLIST- Before signing below, please make sure that you have fully completed each of the following.

- Program Description**
- Program Rationale (the boxes and the narrative portion)**
- Program Objectives**
- Assessment of Participant Learning**
- Full curriculum vita (NOT biographical sketch)**

Acknowledgement & Understanding

The Foundation of the New York State Psychological Association is approved by the American Psychological Association to offer continuing education credits. As such, we must require that the conduct and promotion of continuing education programs follow the principles set forth in APA'S *Ethical Principles of Psychologists*.

By signing below, you acknowledge that you understand and agree to all of the terms and conditions set forth in this agreement including that you will abide by the APA's *Ethical Principles of Psychologists*.

By signing below, I acknowledge and understand that as a presenter I must describe the accuracy and utility of the materials presented, the basis of such statements, the limitations of the content being taught, the ethical standards and issues related to the content, and any potential risks. I understand that I must clearly describe at the beginning of the program any monetary support for this continuing education program.

I understand my responsibilities as a presenter and confirm my participation at the stated time and date with my signature.

Presenter Signature: _____ Date: _____

Co-Sponsor Representative: _____ Date: _____

Promotional Material Sample

Title, Presenter and Course Description

The HIPAA Security Rule

Donald M. Bernstein, PhD

Director of Professional Affairs, New Jersey Psychological Association

Dr. Bernstein will provide a three-hour workshop for professionals addressing information to help you stay in compliance with the new HIPAA Security Rule that took effect April 20, 2005. This workshop will provide the steps a psychologist must take to protect confidential information from unintended disclosure through breaches of security, whether you are storing it or transmitting it electronically.

This workshop is primarily directed to psychologists in private practice, but it is applicable to all sites where health services are provided.

Learning Objectives

By the end of the workshop participants will:

1. Be able to state whether or not they must comply with the rule, and why.
2. List three steps they must take to protect patient health information.
3. Describe two ways to prevent unintended disclosure of patient information
4. Correctly define unique user identification and person/entity authentication.
5. State three major changes in the technical standards.

Presenter Credentials

Donald M. Bernstein, PhD, has been Director of Professional Affairs for the New Jersey Psychological Association for 13 years. He also served NJPA as its president, chair of its legislative committee and editor of the New Jersey Psychologists. He has presented workshops on the HIPAA Privacy Rule to NJPA and the Maine Psychological Association. He received training from attorneys from the APA Practice Directorate. He is Emeritus Professor at Rutgers University's School of Psychology. He holds a Diplomate in Clinical Psychology from the American Board of Professional Psychology.

Workshop Registration Fee, Deadlines and Refund Policy:

The registration deadline is May 30th, 2005. Full refunds will be accepted until May 25th, 2005. Any cancellations after this date will be refunded minus a \$40 administrative fee. The cost of this workshop does not include the fee for continuing education credit. An additional fee of \$10 NYS PA Member or \$20 Non-NYS PA Member is required.

Continuing Education Statement (This is mandatory and must be in the promotional material)

The HIPAA Security Rule Program is sponsored by the Foundation of the New York State Psychological Association and (insert name of co-sponsor). The Foundation of the New York State Psychological Association is approved by the American Psychological Association to offer Continuing Education for psychologists. The Foundation of the New York State Psychological Association maintains responsibility for this program and its content.

Grievance Procedure (This is mandatory and must be in the promotional material)

Grievances about the workshop must be submitted in writing to the Foundation of the New York State Psychological Association, Inc., 3 Pine West Plaza, Suite 308, Albany, New York 12205, Attn: Continuing Education Committee.

Attendance Requirements

To receive credit, you must be present for the entire workshop. You are required to sign in at the beginning of the workshop and after the lunch break, if any applicable, and you must sign out before the lunch break and at the end of the program to receive CE credit. Those arriving more than 15 minutes after the scheduled start time or leaving before the workshop is completed will not receive CE credits. All attendees must complete a Program Evaluation.

Sign-In / Sign-Out Sheet

#	First Name (print)	Last Name (print)	Degree	Morning Sign-In	Morning Sign-Out	Afternoon Sign-In	Afternoon Sign-Out
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
12							
15							
16							
17							

Sign-In / Sign-Out Sheet

#	First Name (print)	Last Name (print)	Degree	Morning Sign-In	Morning Sign-Out	Afternoon Sign-In	Afternoon Sign-Out
18							
19							
20							
21							
22							
23							
24							
25							
26							
27							
28							
29							
30							
31							
32							
33							
34							

**Attendance at Foundation of NYSPA
Continuing Education Offerings**

1. To be eligible to receive a continuing education certificate for credit, a participant must attend the entire workshop that is offered for credit.
2. No partial credit will be given.
3. No credit will be given to participants who are more than 15 minutes late at the beginning of any segment of a continuing education offering.
4. To receive credit, a participant must sign the sign-in/sign-out sheet for each segment of an offering where sign-in/sign-out is required for attendance, as well as completion of the workshop evaluation form.
5. NYSPA Staff does not have the authority to waive this policy.

**Accessibility of Foundation of NYSPA
Continuing Education Offerings**

1. Facilities where NYSPA or a co-sponsor holds continuing education activities must provide adequate space for the kind of educational methodology used and be private enough to safeguard confidentiality of case material or work samples.
2. All facilities must comply with ***The Americans with Disabilities Act*** and be accessible to those who are physically challenged. If special requests are received, NYSPA or the co-sponsor will attempt to make the necessary arrangements (e.g. provide assistance to visually impaired registrants or provide sign language interpreters).

Grievance Procedures for Foundation of NYSPA Continuing Education

The New York State Psychological Association is fully committed to conducting all activities in conformance with the American Psychological Association's Ethical Principles of Psychologists. The New York State Psychological Association 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

Continuing Education Chair(s) in consultation with the members of the Continuing Education Committee.

When a participant, in writing, expresses a grievance and requests action, the following actions may 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(s) will then pass on the comments to the speaker, assuring the confidentiality of the aggrieved individual.
2. If the grievance concerns a workshop offering, its content, level of presentation, or the facilities in which the workshop was offered, the Program/CE Chair will mediate and will be the final arbitrator. Possible resolutions may include:
 - a. provide a credit for a subsequent workshop or
 - b. provide a partial or full refund of the workshop fee.

Actions will require a written note documenting the grievance, for record keeping purposes. The note need not be signed by the aggrieved individual.

Confidential records of all grievances will be kept in a locked file in the office of the New York State Psychological Association, 3 Pine West Plaza, Ste 308, Albany, New York 12205. A copy of this Grievance Procedure will be available upon request.

Workshop Evaluation Form

Program Title _____

5 – Excellent 4 – Very Good 3 – Good 2 – Fair 1 – Poor

To what extent do you believe you have achieved each of the following objectives?

- | | | | | | |
|--|-----|----|----------------|---|---|
| 1. | 5 | 4 | 3 | 2 | 1 |
| 2. | 5 | 4 | 3 | 2 | 1 |
| 3. | 5 | 4 | 3 | 2 | 1 |
| 4. | 5 | 4 | 3 | 2 | 1 |
| 5. | 5 | 4 | 3 | 2 | 1 |
| 6. Rate the subject knowledge of each presenter(s):
Add presenters names here | 5 | 4 | 3 | 2 | 1 |
| 7. Rate the handouts/session material | 5 | 4 | 3 | 2 | 1 |
| 8. Rate the effectiveness of the teaching method | 5 | 4 | 3 | 2 | 1 |
| 9. Rate the utility of the material presented for your professional practice | 5 | 4 | 3 | 2 | 1 |
| 10. Did the presenters describe the accuracy and utility of the provided, the basis of such statements, the limitations of the content being offered and the severe and most common risks? | Yes | No | Not Applicable | | |
| 11. Did you note any commercial bias in this presentation?
If yes, please explain: | Yes | No | Not Applicable | | |
| 12. Did presenters provide an adequate question-and-answer session? | Yes | No | Not Applicable | | |

13. Please briefly describe how you can apply the material from this program to your professional practice:

Please rank the following items for the instructors in general:

Instructors:

1. Knowledgeable in content areas	5	4	3	2	1
2. Content consistent with objectives	5	4	3	2	1
3. Clarified content in response to questions	5	4	3	2	1

Content:

1. Appropriate for intended audience	5	4	3	2	1
2. Consistent with stated objectives	5	4	3	2	1
3. Program description accurate	5	4	3	2	1

Teaching Methods:

1. Instructors' interaction sufficient	5	4	3	2	1
2. Visual aids and handouts current and useful	5	4	3	2	1
3. Methods appropriate for subject matter	5	4	3	2	1

Relevancy:

1. New skills or knowledge acquired	5	4	3	2	1
2. Information could be applied to practice	5	4	3	2	1

Logistics:

1. Enrollment smooth and efficient	5	4	3	2	1
2. Staff responsive and helpful	5	4	3	2	1
3. Quality of facilities adequate	5	4	3	2	1

This program enhanced my professional expertise... **(circle one)**

Substantially Somewhat Not at all

How much did you learn as a result of this program? **(circle one)**

A great deal A fair amount A little None

Would you recommend this program to others? Yes No Not sure

Comments/Program Improvements:

Required for CE Credits: (Print Legibly)

Name: _____

Address: _____

E-Mail Address: _____