

Conference Program Criteria:

Each proposal is evaluated according to the criteria listed below. All areas must be complete in order to be considered for presentation and CE credit.

PPA recognizes and supports diversity in its various forms through its activities and continuing education programs. Wherever possible, proposals should note the relevance of diversity considerations in relation to workshop topics.

Proposals submitted by PPA members will be given priority.

PPA encourages all presenters to actively involve participants in the presentation process. Programs are required to include a plan for active learning. Proposals which actively involve the audience will be given high consideration.

To have your presentation considered for CE credit, course materials must be: pertinent and accurate; contribute to an area of practice, theory or methodology; be didactic and not experiential; be at the post-doctoral level; and be of client benefit.

Title of Program (maximum 73 characters, including spaces)

Program Description (50 words or less)

This will be used online and in the program flyer to promote your program. We reserve the right to edit program descriptions. Please make sure your program is relevant to diverse populations.

Client Base

Adult Adult/Child Child Senior Adult

Content Area

Ethics	Assessment	Assessment/Intervention
Multiculturalism	Forensics	Supervision
Therapy/Intervention	Psychologist Self-Help	
Other		

Number of hours:

Program Learning Objectives

Briefly state the major learning objectives of the program in behavioral terms. List at least one objective per hour of education. Objectives should be in terms of new skills or knowledge that the participant will have upon completion of the program. Objectives should describe participant outcome rather than what will be taught.

Complete the sentence: At the conclusion of this program, participants will be able to..."

Verbs to consider when writing learning objectives: list, describe, recite, write, compute, discuss, explain, predict, apply, demonstrate, prepare, use, analyze, design, select, utilize, compile, create, plan, revise, assess, compare, rate, critique.

Verbs to avoid when writing learning objectives: know, understand, learn, appreciate, become aware of, become familiar with.

Program Justifications: Required to satisfy APA Criteria for continuing education programs

1. One or more professional sources of support for the accuracy and utility of the material to be presented
2. Describe the limitations of the content to be presented
3. Describe the most common clinical practice risks associated with the professional use of the material you will be presenting.

Type of Continuing Education Program

Workshop: should be of significant professional/clinical interest. CE workshops must meet APA criteria (all areas on this form)

Symposium: should include two or more presentations with a common theme

Panel Discussion: Multiple discussants of a common theme

Paper Session: Presentation of a completed or near-completed document. May be grouped with other papers around a central theme.

Program Category (indicate only one)

Introductory: Participants need no prior knowledge of your specific topic or content to participate fully and effectively in the program. The information you are presenting or the skills you are teaching will be unfamiliar to those enrolled, although they will be practicing mental health providers or active teachers/researchers.

Intermediate: Participants should have some basic knowledge of the specific content you will cover, but need not have in-depth knowledge or skills. The program will provide information at a level beyond the basic knowledge of the topic.

Advanced: To participate fully, those enrolled must possess a substantial working knowledge or skill level in your specific content area. Generally, the knowledge or skill involved is currently used by the participant in his/her job. At this level, advanced techniques or knowledge would be offered to refine and expand current expertise.

Audio/Visual Requirements

Presenters will have a choice of ONE of the following pieces of audio-visual equipment at no cost:

Flip chart/markers

Screen/cart/LCD projector

All A/V equipment must be reserved at least three weeks prior to the conference, and no A/V requests or changes can be honored on site. Presenters are responsible for the cost of all audio-visual equipment in addition to the one piece paid for by PPA. The rental fees for any additional audio-visual equipment will be deducted for your honorarium (if applicable); otherwise you will receive an invoice from PPA after the convention. PPA is able to offer LDC projectors at no cost for this conference.

In addition - in order to be as prepared as possible, please mark any of the following that apply:

- I will be having audio with my presentation
- I will be having video with my presentation
- I will require wifi/internet connection for my presentation

Schedule of Program Format

Provide an hour-by-hour breakdown of your program in terms of education content presented, and the type of learning method to be used. Include a description of planned handouts as their use occurs in the format. Be sure to include enough time for the completion of the Participant Satisfaction/Evaluation form.

Instructors

The following information must be provided for EACH instructor. Please respond directly to each item listed in this section. Each instructor's background information should not exceed two pages. Please do not send a full CV in place of this required information. **Please use additional pages as needed.**

Name:

Degree (MA, MS, PsyD, PhD, etc) :

Are you a PPA member:

Address:

City, State, Zip

Telephone Number

Email:

Educational Background (degrees, years and institutions)

Please list your professional licenses or certifications.

Current Position(s), Title(s), Employer(s), Number of years in position(s)

List experience and workshop presentations or papers to support competence in the subject.

Ethical Considerations:

Are you presenting information about individuals seen in your practice, participants in your research or an organization?

If yes, has privacy been safeguarded?

If yes, have all necessary permissions been obtained?

Will you be discussing proprietary test materials or information?

If yes, have appropriate steps been taken to assure the security and appropriate use of the proprietary test materials or information?

If yes, have all necessary written permissions been obtained from authors/publishers or other sources?

Date of Presentation

Please list the preferred date of presentation

Conference Policies

Please check the following statements to mark your agreement

I give permission to PPA to use all or part of my presentation for publicity purposes

I give permission to PPA to audio-tape or video-tape my presentation

I promise to deliver my presentation as scheduled or send qualified substitute, upon notifying PPA

I agree to disclose to the audience any real or apparent conflict of interest related to the content of my presentation

I agree to include diversity considerations in my presentation whenever possible

I agree to present during the program statements reflecting the information provided at the beginning of this proposal form

Has this program been offered at a previous Pennsylvania Psychological Association Conference and/or Convention? If so, in what year?

Has this program been presented elsewhere? If yes, please give the name of the conference, date, and location.

Do you wish to donate the honorarium to the Pennsylvania Psychological Association?

Electronic Signature of Primary Presenter/Date