

APPLYING FOR PD CREDIT

Thank you for your interest in partnering with Texas Psychological Association (TPA) for your Professional Development program. TPA is authorized to sponsor Professional Development activities and partner with other organizations so that participants may receive TPA approved Professional Development credits for attendance. As a sponsor, TPA is responsible for the program and certifies that all standards are met.

Eligibility: All approved providers must offer PD programs that are directly related to the practice of psychology. In order to qualify for TPA Professional Development credit, the activity must meet the following criteria:

- The topic/content must be directly related to the practice of psychology
- A psychologist (doctoral-level at minimum if from outside of Texas) must be directly involved in the planning of the proposed activity.
- The presenter(s) must have demonstrated experience and expertise in the content area(s) of the proposed activity (based on CV)
- The activity/content must be in compliance with the APA Ethical Principles of Psychologists and Code of Conduct, and APA Practice Guidelines. TPA will rely on APA guidelines that exist should there be any questions of compliance.
- The activity must be at least one hour in duration excluding breaks. Typical approved programs are workshops and symposia. Research papers that are included a part of a larger event may also be approved.

Additional eligibility considerations for agency approval: Agencies may seek TPA approval to provide PDs on an annual basis. In addition to the above criteria for eligibility, agencies will be expected to comply with the following:

- An agency must have a licensed psychologist on staff who accepts oversight of the programs that will be approved for TPA PD credit.
- During the first year of TPA approval, an agency will be considered on probationary status. Approved agencies will be required to submit quarterly documentation of any workshops for which TPA PD credit was offered. The quarterly summary must include program titles, presenter information, and a summary of the completed TPA evaluation forms.
- If an agency complies with all TPA PD credit requirements as evidenced through quarterly submissions during the probationary year, the agency will be eligible for annual renewal with yearly submission of documentation of presentations for which TPA PD credits were offered.
- TPA must be informed of any change with regards to the psychologist at the agency who is overseeing the programs eligible for TPA PD credit within 30 days of this change.

Application eligibility:

- Applications must be completed in entirety and arrive in the TPA office at least 90 days prior to the first proposed activity. TPA will respond within 30 days.
- Applications will not be considered unless they are complete.
- Applications for paper reading sessions at professional meetings or at informal/discussion/interest groups do not meet the criteria for PD credit.

STEPS TO APPLY FOR AGENCY PD CREDIT WITH TPA

1. Complete **Application form for PD Approval**
2. Return complete application with attachments and payment to TPA's Central Office **at least 90 days prior** to the activity's proposed date. You will receive a determination within 30 following the receipt of your completed application.

TPA ACCREDITATION FEES

Fees: The cost of the PD approval service is as follows (all fees are non-refundable):

- Agency/Association: \$500 for first year probationary approval, \$300 thereafter. Local Area Societies 50% discount.
- **If you request expedited approval in less than 90 days, but no less than 30, add \$250 to the above fees**
- All approved programs shall be open to any member of Texas Psychological Association;
- TPA Members receive a 15% discount on general registration fees or shall have access to approved organization's member rate, whichever is lower.

The minimum fee is to be included with your completed application before the TPA PD Committee will review it.

IF YOU ARE APPROVED

Within 30 days of receipt of your proposal, Texas Psychological Association will email you a letter of approval, sample sign-in sheet(s), and sample post-program evaluation(s) for your approved workshop. It is your responsibility to edit as needed/create your own, and reproduce these documents and supply them to your attendees.

Agencies seeking annual approval are required to include the signature of a psychologist who is responsible for maintaining the PD standards outlined as part of this application process. Failure to comply will result in a change in the agency's approved status. Annually approved agencies are required to notify TPA within 30 days of when the psychologist of record has changed.

IF YOU ARE NOT APPROVED

Within 30 days of receipt of your proposal, Texas Psychological Association will email a letter stating the decision not to approve your workshop and the reason substantiating this decision. If you wish to modify the application to address the committee's concerns, you must do so within 10 business days of the date the letter was emailed. Shortly thereafter, you will be notified of the final decision of the committee.

TSBEP PROFESSIONAL DEVELOPMENT REQUIREMENTS

Texas State Board of Examiners of Psychologists requires each licensee to acquire 20 hours of Professional Development credit each year, 10 of which must be obtained by or endorsed by national, regional, state, or local psychological associations, public school districts, regional service centers for public school districts, or psychology programs at regionally accredited institutions of higher education.

Additionally, a minimum of 3 hours of the 20 must be in the areas of ethics, Board's Rules of Conduct, or professional responsibility, and a minimum of 3 hours in the area of cultural diversity (these include but are not limited to age, disability, ethnicity, gender, gender identity, language, national origin, race, religion, culture, sexual orientation, and social economic status).

OTHER ENTITIES THAT RECOGNIZE TPA PD CREDIT

The Board of Licensed Professional Counselors and the Texas State Board of Examiners of Social Workers Examiners also recognize TPA Professional Development Credit.

**PROFESSIONAL DEVELOPMENT PROVIDER APPLICATION
TEXAS PSYCHOLOGICAL ASSOCIATION**

AGENCY/ASSOCIATION NAME: _____

RESPONSIBLE PARTY:

Name: _____ TSBEP License # _____

Email: _____ Phone # _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

(Signature of Responsible Party)

(Date)

CHECKLIST FOR PROPER RETURN OF COMPLETED PROPOSAL:

The following **MUST BE** received in the TPA central office at least 90 days prior to the PD event or 90 days prior to printing of advertising brochure if PD status is to be advertised.

- Application/Attestation
- Brochures of prior and similar offerings, sample of programming
- Sample Certificate
- Minimum payment due

Attestation

I attest, that I am duly authorized by (Agency/Assn Name): _____
to submit this application to provide professional development (PD) credits for psychologists. On behalf of
(Agency/Assn Name): _____, I have read the PD credit
requirements and attest to the following requirements:

- An agency must have a licensed psychologist on staff who accepts oversight of the programs that will be approved for TPA PD credit.
- During the first year of TPA approval, an agency will be considered on probationary status. Approved agencies will be required to submit quarterly documentation of any workshops for which TPA PD credit was offered. The quarterly summary must include program titles, presenter information, and a summary of the completed TPA evaluation forms.
- If an agency complies with all TPA PD credit requirements as evidenced through quarterly submissions during the probationary year, the agency will be eligible for annual renewal with yearly submission of documentation of presentations for which TPA PD credits were offered.
- TPA must be informed of any change with regards to the psychologist at the agency who is overseeing the programs eligible for TPA PD credit within 30 days of this change.
- Topic/content for activities proving PD credit must be directly related to the practice of psychology.
- A psychologist (doctoral-level at minimum if from outside of Texas) must be directly involved in the planning of the proposed activities.
- The presenter(s) must have demonstrated experience and expertise in the content area(s) of the proposed activities (based on CV).
- The activity/content must be in compliance with the APA Ethical Principles of Psychologists and Code of Conduct, and APA Practice Guidelines.
- Activities must be at least one hour in duration excluding breaks. Typical approved programs are workshops and symposia. Research papers that are included a part of a larger event may also be approved.

SUBMISSION APPLICATION

Your signature below acknowledges that all submitted information is correct and grants permission to TPA to verify this information from applicable sources as a condition for acceptance.

Submitted by: _____ Date: _____

Name: _____