

# TENNESSEE PSYCHOLOGICAL ASSOCIATION 2019 Convention Programs Proposal

TPA 2019 ANNUAL MEETING  
Nashville Airport Marriott  
600 Marriott Drive  
Nashville, TN 37214

Wednesday, October 30, 2019 – Saturday, November 2, 2019 [pre-convention workshop only on Wednesday]

If you are filling out this form and others will be presenting the program with you, have them read this form as well. You, the person filling out this form, are responsible for the terms and conditions of this proposal at presentation time.

If you have any questions about this form, particularly the AV section, please contact the Convention Operations Chair at [dreinpate@gmail.com](mailto:dreinpate@gmail.com). We have expanded the proposal form, based upon our experience with reviewing proposals, needing to seek additional information and changes in APA approval criteria for programs.

Please note that all submissions should be completely filled out and all necessary vitae submitted. Please complete all sections according to instructions. For instance, it is very important that Section C be completed as indicated. The review committee will not consider drafts, and will not provide feedback. Also, please write the abstract and goals as they will appear in the brochure. For instance, please avoid using the word "proposal" and instead use terms such as "workshop" or "this presentation will". Also, please write the proposal in the "third" person as this is the way the abstract will appear in the program) (i.e. "this presentation" rather than "I plan to present.").

\* Required

1. **Email address \***

\_\_\_\_\_

2. **A-1. Title of Presentation \***

\_\_\_\_\_

3. **A-2. Name of Primary Presenter \***

\_\_\_\_\_

**A-3. Professional Credentials (please email an electronic copy of your vitae to [tpacontinuinged@comcast.net](mailto:tpacontinuinged@comcast.net))**

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4. **A-3i. Relevant Professional Degree(s) \***

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5. **A-3ii. Current Professional Position/Title \***

\_\_\_\_\_

6. **A-3iii. Current professional affiliation (e.g. private practice, University of \_\_\_\_\_, etc.) \***

\_\_\_\_\_

**Untitled Section**

7. **A-4. Brief biography of main presenter. Please include a 3-4 sentence bio of the main speaker; this will be used to introduce them. Presenters can supplement this with additional information and introduce their co-presenters \***

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**A-5. Contact Information**

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8. A-5i. Street Address \*

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9. A-5ii. City, State ZIP \*

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10. A-5iii. Preferred Contact Phone Number \*

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11. A-5iv. E-mail \*

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12. A-6. TPA requires speakers to possess competency in teaching. What is your evidence of that competency? Include any continuing education programs you have presented (including for TPA) in the last 5 years (please list date, if known) \*

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13. A-7. List the name(s) of any other persons presenting the program with you, their degree, primary work affiliation (e.g. private practice, University of \_\_\_\_\_) and title. ALL CO-PRESENTERS MUST SEND AN ELECTRONIC COPY OF THEIR VITAE (including panel members; refer to General Guidelines and Policies).

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## B. Information on Proposed Presentation

14. B-1. Indicate which type of program you are submitting (You may submit a six hour program; however, it needs to be divided into two 3-hour programs, unless you are an invited presenter. It will not be necessary to submit another full proposal if the programs have related themes; complete section B-2d below. If the two 3-hour programs focus on different areas and require separate literature review citations, then two separate proposals will be needed. The CE Committee will review and request a second proposal if it is determined that the two programs are significantly different. Please indicate in section B-2d if the first program is a prerequisite for the second program.) \*

*Mark only one oval.*

- 1.5 hours (non-research)
- 1.5 hours (research)
- 3 hours
- 6 hours/two part program (3 hrs each)
- Invited Presenter (6 hours or more)

## B-2. Content of Presentation Criteria

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(Per APA CESA Criteria, the program narrative must be linked to adequate references that support content and the learning objectives must also be evidence-based and relate to references that support the content (see also Criteria C). One acceptable way to do this (which is encouraged), is to provide citations within the body of the abstract)

15. B-2. Please provide a one paragraph description of your presentation. Note: See section 3 if submitting two 3-hour programs (dividing a six hour program into two free-standing parts/ if so, please use this section for the abstract for the first three hour program.) Note: Please write abstracts in third person (and in final form as it would appear in brochure i.e., "this presentation will cover...." versus "we propose to ....") \*

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## C. How Program (narrative and learning objectives) Meets Criteria as a Continuing Education Program for Psychologists

(Note: this is adopted from APA CESA criteria, published December 2015 and December 2019).

To be considered as a Type I program under our APA approved sponsorship, proposals must have a research/theoretical basis, including references to studies and publications. APA Standards and Criteria for Continuing Education for Psychologists are clear that presentations cannot be based solely on personal experience. To be considered as a Continuing Education program, the above program must meet at least one of the following criteria; (check all that apply and complete section C-1 below).

- It is very important that this section be completed as requested. Provide the requested references with complete citations.
- For each item checked below, describe how your program meets that criterion.

### 16. C-1. The content of each CE program must meet at least one of the following. Please check all that apply: \*

*Check all that apply.*

- Criterion A: 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.
- Criterion B: Program content focuses on ethical, legal, statutory or regulatory policies, guidelines, and standards that impact psychological practice, education, or research
- Criterion C: 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.

### 17. C-1ia. Describe how the program meets criterion A (if applicable)

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### 18. C-1ib. Describe how the program meets criterion B (if applicable)

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### 19. C-1ic. Describe how the program meets criterion C (if applicable)

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**Provide at least four full citations (journal, volume, issue, date, pages) that support the criterion. Statements such as “presentation will draw on the vast data available from APA’s practice directorate” are not acceptable.**

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Note: Per APA/ APA CESA requirements, at least four references must have been published in peer-reviewed journals and within the past ten years. Additional references may include general surveys of the literature, books, or book chapters.

Do not list or refer to another source (e.g. website, a PDF file that accompanies this proposal), unless full citations are also given below).

### 20. C-1iia. References/Citations for Criterion A (if applicable). References to research and other literature should include citations that represent the science of psychology/behavioral health.

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21. C-1iib. References/Citations for Criterion B (if applicable). References to research and other literature should include citations that represent the science of psychology/behavioral health.

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22. C-1iic. References/Citations for Criterion C (if applicable). References to research and other literature should include citations that represent the science of psychology/behavioral health.

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23. C-2. If your presentation entails original research, please provide a brief abstract of your research study, including a summary, research and statistical methods, sampling, conclusions, generalizability of results and any limits of the research (also please list additional references [under Criterion A, B or C above] that fulfill APA CESA requirements to provide "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."

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24. C-3. Describe how the content of your proposed presentation is specifically relevant to psychological practice, education, and/or science \*

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**C-4 . Please submit four learning objectives that are "learner-centered" rather than presenter-centered and focus on skills, knowledge and behavior that participants will gain through participation. Please refer to Appendix A for examples of "learner-centered" objectives.**

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Per APA CESA criteria, the learning objectives must be evidence-based and relate to references that support the content (see Criteria C-1).

In addition to completing the section below on how the proposed learning objectives meet one of the criterion in Section C-1, another way to incorporate an evidence basis for the program into learning objectives is to include statements that accurately reflect the research basis such as "list three well established approaches to..." (additional learning objectives can describe other aspects of the program such as describe two key components [of this intervention]).

25. C-4i. Describe how learning objectives reflect and are supported by evidence-based approaches and how learning objectives correspond to the narrative/abstract of the program \*

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26. C-4ii. List the 4 main learning objectives of your presentation. \*

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**C-4iii. Please complete this section ONLY if dividing a 6 hour program into two 3 hour programs**

27. C-4iiia. Title of Program # 1

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28. C-4iiib. Title of Program # 2

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**Consider how you divide up the goals/learning objectives for each session. Keep in mind that each session is independent and it is possible that some attendees will not be returning for the afternoon session or there will be new attendees in the afternoon session (see below: you can indicate if attendance at the first session is a requisite for attending the afternoon session). Attendees may be disappointed if not all of the learning objectives are covered in the morning session; or if there is continued discussion or exploration of topics in the afternoon if the indication was that the morning session would address these particular topics.**

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29. C-4iiic. Content of Presentation # 2 - Please provide a one paragraph description of your presentation (use section B-2 for the content of program #1)

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30. C-4iiid. Please submit additional main educational objectives for presentation #2 (four learner centered objectives required; see instructions above). (use section C4 for the learning objectives for Program #1)

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31. C-4iiie. Please select which item below applies

*Mark only one oval.*

- Attendees can attend either or both sessions. Attending the first session is not a pre-requisite for attending session # 2
- Attendance at the first session is a pre-requisite for attending session # 2

**D. Audience Information**

32. D-1. Please indicate the target audience for whom the program is intended (select all that apply)

*Check all that apply.*

- Doctoral Level Psychologists
- Licensed Senior/Licensed Psychological Examiners
- Graduate Psychology Students
- Other: \_\_\_\_\_

33. **D-2i. Please indicate below the prerequisite knowledge/skill level for participants to fully participate in your program. (Please check only one level and if you check Intermediate or Advanced, please also answer section D2ii below \***

*Mark only one oval.*

- Introductory - No prior knowledge of the specific content area is needed to participate fully and effectively in the workshop. The information or skills will be new to those enrolled.
- Intermediate - Some basic knowledge of the specific content area is required, but participants need not have in-depth knowledge or skills. The program will provide information at a level beyond the basic knowledge of the topic. (Please list prerequisite below)
- Advanced - To participate fully, those enrolled must possess a substantial working knowledge or skill level in the 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. (Please list prerequisite below)

34. **D-2ii. PREREQUISITE: If you indicated intermediate or advanced level skills above, YOU MUST indicate which prerequisites skills or experience participants should have in order to fully benefit from the program**

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35. **D-3. Presentation Format \***

*Check all that apply.*

- Presentation with PowerPoint
- Presentation in form of an oral presentation only
- I will be providing handouts (See General Guidelines and Policies)
- Other: \_\_\_\_\_

## E. AV and Room Set-up Requests

36. **E1. All presentation rooms are arranged to provide tables for participants. Indicate if you prefer a different arrangement and explain \***

*Mark only one oval.*

- Standard room configuration is acceptable for my presentation
- Other: \_\_\_\_\_

37. **E2. The presenter will need to provide a laptop that will be able to connect to the VGA input in one of the TPA projectors (all presenters/panel members will need to be notified of this requirement) \***

*Check all that apply.*

- I understand

38. **E3. TPA wants you to use the highest quality audio/visual presentations available. Please be sure to check with all co-presenters to determine what AV equipment you will be requesting, as this will be the only opportunity to request it. (Our contract will only allow us to bring the LCD/DLP projectors and laptop computers—all other AV equipment must be rented from the hotel) \***

*Check all that apply.*

- TPA LCD Projector (table and screen included)
- Table and screen for your own LCD projector
- Flipchart (and markers)
- Podium
- Podium microphone (only order microphones if you expect a large attendance/room or if you have a very soft voice)
- Lavalier microphone (only order microphones if you expect a large attendance/room or if you have a very soft voice)
- Speakers for your computer
- Wifi connection (for presenter only)
- Other: \_\_\_\_\_

## F. Diversity and Ethics

39. **F1. TPA welcomes programs on cultural diversity and has a strong commitment to respect diversity and to promote cultural competency, including the expectation that all programs need to address diversity and special populations. Please comment on how you will consider the issue of diversity in your program and upon the generalizability of/implications for individuals of different ages, race/ethnicity, genders, disability, socio-economic groups, religious groups, national origins, sexual orientation, etc. of your research/method/approach and/or therapy. \***

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40. **F2. Ethical Concerns: Most areas of practice include ethical implications for psychologists. Please list ethical issues you have identified and how you intend to address the ethical dimensions of your topic during your presentation \***

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41. **F3. Designation as Cultural Diversity The Tennessee Board of Examiners (BOE) require 3 CE credits/hours and will accept programs as fulfilling part or all of the three hours in cultural diversity if at least one of the objectives or descriptions of the topics covered clearly indicate(s) attention to cultural diversity. The CE Committee, using its discretion, will designate programs as designed, to meet these criteria; however, we are designating programs if they incorporate a main theme of cultural diversity (this differs from the BOE as we want to insure this area is sufficiently covered in the program; other programs may meet the BOE criteria). Cultural diversity, as defined by the BOE includes aspects of identity stemming from age, disability, gender, race/ethnicity, religious/spiritual orientation, sexual orientation, socioeconomic status, and other cultural dimensions. If you are interested in your program being considered for such designation, then please refer to Appendix B labeled "Diversity Designation" for a further explanation. Please review the appendix and indicate which objective(s) from Section C4ii are proposed to meet the criterion for cultural diversity**

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## G. DISCLOSURES

According to APA's Standards and Criteria for continuing education, presenters must 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 provide a sufficient basis for the interpretation of program information by informing participants of limitations of the content being taught, including contradictory evidence and its source. For example, presentations that include discussions of clinical assessments, treatments, or interventions also describe the evidence for this information, including the basis (e.g., research, established psychological practice, clinical expertise, and patient acceptability) of such description or claims, and the severe risks, if any, and also those risks that are most common.

Please indicate that you agree to abide by the following procedures and principles in presenting a TPA sponsored CE program. Your electronic submission affirms that you agree with the following principles and have made the appropriate disclosures.

42. **G1. Please select one of the following \***

*Mark only one oval.*

I agree to abide by ethical principles for psychologists and have reviewed TPA's Continuing Education Policies and the Ethical Principles for Psychologists and agree to abide by these policies and principles

I am not a licensed psychologist or psychological examiner but agree to read a copy of the APA Ethical Principles for Psychologists. I will abide by these principles and TPA's Continuing Education Policies

**G-2. TPA does not necessarily exclude presenters from presenting about topics/products which they developed, or from which they might benefit. This allows for innovation as well as the advancement of professional practice. However, circumstances can create a conflict of interest when an individual has an opportunity to affect CE content about products or services of a**

**commercial interest with which he/she has a financial relationship; or for a product or service they hope to develop that will lead to financial gain. It is important to disclose this relationship for the following reasons: a) for the sake of full disclosure to attendees at the workshop, b) to assess the possible impact of a potential conflict of interest, and c) in order to uphold ethical principles. (review the section on sale/promotion of service or product under General Guidelines and Policies)**

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43. **G2i. Please check all that apply \***

*Check all that apply.*

- I am receiving financial support (commercial or otherwise) for this presentation
- I have financial or other interest in a product that I will be presenting about
- I have no conflicts to report

44. **G2ii. If applicable, indicate the source of support [i.e. honoraria, expenses paid by publisher, support from a pharmaceutical company, etc.] and/or the name of the product or other interest**

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45. **G2iii. I agree to allow TPA to disclose the above relationship/sponsorship in any promotional literature, and I agree to disclose this to participants at the beginning of my presentation.**

*Mark only one oval.*

- I agree

46. **G3i. I agree to honor all copyright laws and agreements in preparing, copying and displaying materials for my presentation, and to secure and safeguard the confidentiality of all assessment/test instruments used during this presentation. \***

*Mark only one oval.*

- I agree

47. **G3ii. I agree to take the following precaution to safeguard confidential material/content (including test materials):**

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48. **G4. I attest that during my presentation I will 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. \***

*Mark only one oval.*

- I agree

49. **G5. My presentation includes the following content that might be confidential or sensitive in nature, or might be stressful for participants (including information or demonstrations of procedures that might be discomforting to participants), and I agree to disclose to participants that confidential/sensitive material may be presented: \*Please be careful in considering this; attendees are very sensitive to material that may not seem offensive to you, but which may depart from material found in a typical professional presentation.**

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50. **G6. I understand that TPA will keep this program proposal and review process confidential except for those with a need-to-know (i.e., Continuing Education Committee members, TPA Board, brochure reviewers, convention personnel). I have read and agree to comply with the conditions of this proposal. \***

*Mark only one oval.*

I understand

*Skip to "Thank you for completing the TPA 2019 Convention Proposal. Please remember to send an email with a CV for each presenter to [tpacontinuinged@comcast.net](mailto:tpacontinuinged@comcast.net)."*

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