

# Westchester Center for Psychological Education

*Chartered by the New York State Department of Education  
Affiliated with the Westchester County Psychological Association, Inc.*

Thank you for your interest in sponsoring a CE event with WCPE. The following is additional explanation of the material provided above. It lays out the requirements sequentially and with a sense of the timing.

The first thing that must happen (other than securing your speakers) is creating **advertisement** for your program. You can produce whatever kind of flier you like, but there are several elements that the APA requires are present on the flier. The requirements are on the document "Checklist for announcements" that I sent. **All of the elements must be included, including the disclaimer.**

The second thing we need is a **co-sponsorship agreement** between your organization and WCPA.

Next, we need **presenter agreements** for each presenter.

We also need **CVs** for each presenter.

The remainder of the requirements have to do with the content of the program and its evaluation:

Long before the program, you need to get **learning objectives** from the presenter (these need to be included on the flier). The number depends on the number of CE credits (this is on the checklist info).

They must also provide you with **Quiz questions** to assess the learning outcomes. I do not generally try to create these questions based on the LOs myself-- I let the presenter send me "real" substantive questions. They also need to provide **citations** to support the content of their presentation, the majority of which should be from the last 10 years.

## **Before the program:**

We need to conduct an evaluation of the program, [a sample](#) can be found under "Forms" on our website AND, for those who request CE credits, we need to assess their learning (by administering the quiz questions). This must all be developed before the program occurs so that you can administer it immediately following the program.

Here is where you have some options: you can administer these items on paper, or, you can administer them electronically. I STRONGLY recommend that you do it electronically! It's easier and then you can send the results to WCPE's CE administrator much more easily. WCPE can help you set up a Qualtrics survey for this and just provide a link that you can give to your attendees which allows them complete the survey at the end of program.

If you want WCPE to do the assessment, I need the information (quiz questions) a minimum of 1 week ahead of the program.

The information I **need after the program** is:

1. total attendance
2. the number of attendees who are **psychologists**
3. the number who requested/paid for CE credits
4. all of the assessment data.
5. A check made out to WCPE for the CE fees