

Agreement for Co-Sponsorship of a Continuing Education Program between the Westchester Center for Psychological Education (WCPE) and _____ (co-sponsor)

The program entitled _____ to be offered on ____/____/____ at _____ will be co-sponsored by the Westchester Center for Psychological Education (WCPE) 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 email)

The Westchester Center for Psychological Education is approved by the American Psychological Association to offer continuing education for psychologists. The Westchester Center for Psychological Education maintains the responsibility for this program and will be involved in all aspects of program planning. As an approved sponsor, the Westchester Center for Psychological Education 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 Westchester Center for Psychological Education 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 accommodation 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 by the Westchester Center for Psychological Education's CE Committee. The decision to approve or disapprove course content is final and binding. The WCPE CE Committee and the Director of Continuing Education 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:

1.1 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;

1.2 Program content focuses on ethical, legal, statutory or regulatory policies, guidelines, and standards that impact psychological practice, education, or research;

1.3 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.

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 outlining the terms of the financial arrangements as well as other arrangements, including agreement to abide by the APA *Ethical Principles of Psychologists*. WCPE shall receive a signed presenter's agreement and full curriculum vitae (demonstrating qualifications to provide the proposed CE) for each presenter.

Presenters must have expertise and be competent in the areas in which they teach. Expertise might be demonstrated by some combination of the following: relevant educational experience such as holding a doctoral degree in psychology, review of records of previous teaching experiences, years of clinical experience, publications in areas relevant to the content being taught, evaluation forms from previously offered programs, personal knowledge of the instructor's teaching ability, and references.

Learning objectives should clearly define what the participant will *be able to do* as a result of having attended the program. 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. The materials will be created by the co-sponsoring organization but must be *approved* by WCPA before publication, to ensure compliance with APA guidelines. Materials must 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 Westchester Center for Psychological Education is approved by the American Psychological Association to sponsor continuing education for psychologists. The Westchester Center for Psychological Education maintains responsibility for this program and its content.

Important: Promotional materials must be approved by the WCPE CE Committee before being disseminated.

Evaluation/Awarding Credits

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

The co-sponsor will also provide a mechanism for documenting the attendance of participants. Attendance, in full, is required at each program. Awarding of CE credits will be based on attendance and a completed program evaluation/learning assessment. A certificate of continuing education credit(s) will be e-mailed by the WCPE to each participant who meets the WCPE's attendance requirements, within 15 days of the program.

Financial Arrangements

The WCPE bears no financial responsibility for this program. All CE payments will be paid to the **Westchester Center for Psychological Education.**

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* complete the program evaluation form in order to receive CE credits.

Grievance Policy

The WCPE grievance policy must be distributed to each program participant at the beginning of the program (in person) or provided electronically at the end of the program (virtual).

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: