

Continuing Education Submission and Feedback Checklist

When this form is complete, submit this checklist to all of the following: Marya: carterm@farmingdale.edu; Barbara M. barbara.meehan@hillsidepsych.com, and Barbara S. admin@westchesterpsych.org

There is a link to upload any required documents, below.

Basic Program Information

Today's Date: _____

Name of person proposing CE program: _____

Email address of person proposing CE program: _____

WCPA division sponsoring the program?

- Clinical
- Special Interest
- School

Program Date: _____

Start time (EST): _____

End time (EST): _____

Title of program: _____

Presentation Description (to be used in advertisement):

CE Credits: The minimum is 1 CE for a 50-minute hour of instruction/information. After the first hour, CE credit can be granted in quarter hour increments for every 15 minutes of instruction beyond the first hour. *How many CEs are being requested for this program?* _____

Important information for determining whether your program meets APA/NYSED requirements:

The APA and NYSED grants CE credit to programs/workshops that improve service to the public and enhance contributions to the profession. CE credits can *only* be offered for programs that fall into one of the three categories below.

Sponsors must document that the content of each CE program meets *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;

- Provide at least three references for publications on the subject of the presentation. See the requirements for the references below.

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

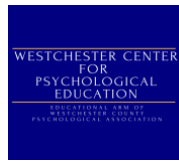
- Provide the source of the new standards and the relevant changes you intend to address in the program.

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.

- Provide the organization, university, or research team implementing the technique.

The information above should be supplied in the form of a list, brief statement, bullet points, citations, or document references. This is not intended to be a cumbersome task but to simply substantiate the importance, relevance, timeliness and/or legitimacy of the content of your presentation.

All presenters are expected to abide by the Ethics Code of the APA (or equivalent professional organization in the presenter's discipline). Presenters should only impart information/material for which they are qualified by training, research inquiry, certification, or experience. This training, research, certification, or experience should be clear in the CV.



Learning Objectives: The following outlines the number of learning objectives required for a program: 3-, 4-, or 5-hour programs need 3-4 LOs; 6-hour programs need 4-5 LOs; 7- or 8-hour program need 5-6 Los. All learning objectives must be *objective, measurable*, and written in the form of what an attendee will be able to *do* as a result of attending the program. For example: "Participants will be able to list and describe the 4 basic components of Dr. Smith's treatment for ODC." *Please submit the required number of Learning Objectives below.*

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

Presenter name(s): _____

Presenter job title(s): _____

Target audience:

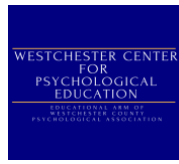
- Graduate students
- Recent graduates
- Early-career doctoral-level professionals
- Mid-career doctoral-level professionals
- All of the above

Location: (If virtual, please indicate which videoconference platform will be used)

Will you be using the WCPA/WCPE zoom account?

Yes

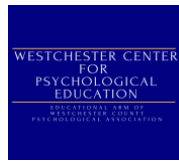
No



Diversity: APA CE Programs must promote respect for cultural, individual, and role differences, including those based on age, gender, gender identity, race, ethnicity, culture, national origin, religion, sexual orientation, disability, language, and socioeconomic status. How does the proposed program address issues of diversity (for example: target populations; considerations for assessment, implementation, or intervention; disparate impact; etc.)?

Brief Bio of Presenter(s) to include in advertising:

APA Citations: All citations must be in APA style (see the OWL Purdue website if you are not familiar with current rules). You must have a minimum of **3 recent references (within last 10 years)**. These three references must be from *peer-reviewed sources* and should not be, exclusively, written by the presenter. References beyond the required 3 are NOT required to be from the last 10 years. You may submit up to 10 references.



Payment Information: If there are multiple presenters, the honorarium will be split evenly between the presenters. If this arrangement should not be followed, please note any modifications below. WCPE mails a check(s) the first business day after the presentation. Where should the check(s) be mailed? (Note: WCPE honorarium: \$175/CE. Therefore 1 CE=\$175; 2 CEs = \$350; etc.).

Name(s) and Address(es):

Modifications:

CVs, Agreements, and Special Requests

Presenter(s) CV(s): Please upload a FULL CV for each presenter. The APA will not approve an abridged, abbreviated, or simplified CV. The CV must be a full record of all education, training, work experience, and scholarship of the presenter(s).

Upload Presenter CV here. Please make sure the document name contains the presenter's name:
<https://drive.google.com/drive/folders/1RM5QfcB-T668ktvuAdDWp70TmlWBFEmg?usp=sharing>

Presenter CV?

Presenter Agreement: Every presenter must complete a presenter's agreement, which includes a COI disclosure.

Upload the signed presenter agreement(s) here. Please make sure the document name contains the presenter's name

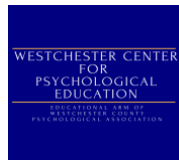
https://drive.google.com/drive/folders/1awNOoSQfqQnrCBJlcwoY4QsV_tqJeXiw?usp=share_link

Presenter Agreement?

COI: Based on the presenter's disclosure and your knowledge of the program, is there any reason to suspect that there might be a conflict of interest (COI) and/or is there commercial support for this program? (For example, the presenter receives income from the product they will describe; the presenter owns or invests in the company that sells the product they will describe; the presenter is employed by the company that produces the product they will describe; etc.)

Yes

No



If so, explain the nature of the conflict/commercial support:

Co-sponsorship: If this program is being co-sponsored, a co-sponsorship agreement is required. Make sure that you provide the name of the organization and submit a complete co-sponsorship agreement with this application. Co-Sponsor Name: _____

Upload Co-Sponsor Agreement here. Please make sure the co-sponsorship document name contains the program title (or some part of the title if too long):

https://drive.google.com/drive/folders/1awNOoSqFqQnrCBJlcwoY4QsV_tqJeXiw?usp=sharing

Co-sponsor agreement?

Special Requests: Are there any special requests from the presenter? (Do they need breakout rooms in Zoom? Screen sharing permissions? Copies? Documents sent out before the program?) List special requests here:

If they need copies (in person) or documents to be sent to registrants PRIOR TO the program, upload the documents here: Please make sure the documents name contains the presenter's name

[https://drive.google.com/drive/folders/1DoLuQbUAEyg0DpV7SGX6xVWQft9Jei8I?usp=share link](https://drive.google.com/drive/folders/1DoLuQbUAEyg0DpV7SGX6xVWQft9Jei8I?usp=share_link)

Does the presenter consent to a recording being made of the presentation?

Yes

No

If yes, is it ok to share the recording with attendees?

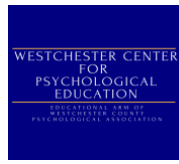
Yes

No

If yes, is it OK to share the recording with all WCPA members through the video library?

Yes

No



Please do not submit this form until you have all of the required information. You must submit your program a minimum of 45 days ahead of the planned presentation date (you may certainly submit earlier). You will receive feedback within 5 business days of your submission. All program information must be completed/submitted 30 days before the program, to allow for adequate publicity. Failure to comply with these deadlines places the program at risk. If you have questions before you submit, please email Marya: carterm@farmingdale.edu

Do you have anything else to add? Use the text box below:

Initial Feedback

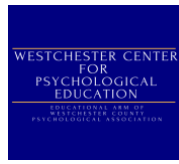
Date: _____

Content to be addressed:

Additional Feedback

Date: _____

Content to be addressed:



Additional Feedback

Date: _____

Content to be addressed:

Program is Approved, Ready for Advertising

Yes

No

Date: _____