

Nebraska Psychological Association Request to Co-Sponsor CE Program Procedures and Instructions

The Nebraska Psychological Association (NPA) has been approved by the American Psychological Association (APA) to sponsor educational programs providing CEs for psychologists. The requirements for APA sponsor approval are very specific, in particular with respect to program content, criteria for program approval, promotional materials and record keeping. As a benefit and courtesy to NPA members, NPA, on occasion, collaborates with its members' organizations in co-sponsoring educational programs. ***Organizations requesting co-sponsorship must have a current NPA member on staff or the planning committee to act as co-sponsorship liaison.*** NPA reserves the right to have a representative of the NPA CE Committee attend/participate in any approved co-sponsored event at no cost for the purposes of auditing the program.

NPA's Procedures and Instructions for applying for co-sponsorship strictly adhere to the APA requirements, and much of the language in these Procedures is taken directly from APA's *Standards and Criteria for Approval of Sponsors of Continuing Education for Psychologist* (Updated August 2015). This document can be found at: <https://www.apa.org/about/policy/approval-standards.pdf>, and it is recommended you review this information.

The process for applying for co-sponsorship is detailed, but need not be lengthy if all required materials are submitted with the NPA CE Co-sponsorship Request Form. NPA co-sponsorship is granted on a per program basis, and a separate Request Form must be submitted for each program. Programs that include more than one day or session (e.g., conferences, conventions, etc.) where credit is requested on a day-by-day or session-by-session basis require submission of separate Learning Objectives, Program Descriptions and Agendas for each day/session. Sponsors must identify the system used for determining which days/sessions are attended. (*There is a \$50 Session fee for each additional day/session that is awarded CEs.) Programs/series where individuals register for each presentation separately are considered individual events, and separate applications must be submitted for each. Applicants must submit the following information and materials when seeking to co-sponsor a program with NPA:

1. Completed and signed NPA CE Co-sponsorship Request Form
2. Program Agenda (see sample)
3. Curriculum Vitae of all faculty and presenters
4. Copies of all program brochures, promotional materials and communications, etc. (see requirements)
5. Instruction materials, handouts, slides, etc. – final copies to be received no less than 2 weeks prior to presentation
6. Evaluation Form (with required questions as identified in this "Procedures and Instructions")
7. List of individuals on applicant planning committee including name, degree and title
8. \$250 Administration Fee (plus any additional Session Fees) to be sent upon co-sponsorship approval

Requests for co-sponsorship must be submitted a minimum of 30 days in advance. Retroactive co-sponsorship is not considered.

Please read these Procedures and Instructions carefully to ensure that your documents meet the requirements established by NPA and APA. Examples of acceptable materials and language are given throughout. If you have any questions, please contact NPA at npa@nebpsych.org, 402-475-0709, or toll free 877-355-7934.

Program Content

Continuing education (CE) in psychology is an ongoing process consisting of formal learning activities that (1) are relevant to psychological practice, education and science; (2) enable psychologists to keep pace with the most current scientific evidence regarding assessment, intervention, and education as well as important legal, statutory, or regulatory issues; and (3) allow psychologists to maintain, develop, and increase competencies in order to improve services to the public and enhance contributions to the profession.

Acceptable programs must adhere to the definition of continuing education in that they improve service to the public and enhance contributions to the profession. Determination of eligibility is not made on the basis of topic only. Content related to the professional practice of psychology, business of practice, education, administration, conducting research, or career management programs will be carefully considered to determine whether or not the content of the programs can be deemed appropriate CE content for psychologists.

Applicants must be prepared to demonstrate that information and program content are based on a methodological, theoretical, research, or practice knowledge base. The more distant a topic appears from core disciplinary knowledge, the greater the responsibility of the applicant to demonstrate the connection to improvement of services to the public and contributions to the profession. Appropriate content should be conveyed in program titles, learning objectives, and promotional materials. (Please review APA's *Standards and Criteria for Approval of Sponsors of Continuing Education for Psychologists* (Updated August 2015) for additional information.)

Program Description/Agenda

Applicants must include a brief summary of the program on the NPA CE Co-sponsorship Request Form and attach an Agenda which provides the program times, including breaks. CE programs must be at least one hour in length as CE credits for psychologists are awarded on the basis of one credit per one hour of instructional time. Variable credit for partial attendance will not be awarded. Programs that include more than one day or session where credit is awarded on a day-by-day or session-by-session basis require submission of separate Learning Objectives, Program Descriptions and Agendas for each day/session. (Programs/series where individuals register for each presentation separately are considered individual events, and separate applications must be submitted for each.) Two sample agendas are provided.

Sample Agendas

Workshop Schedule		Workshop Schedule	
8:30–9:00	Registration, coffee, fruit, muffins	9:30 –10:00	Registration
9:00–10:30	Welcome from Nebraska Wesleyan University President, Dr. Fred Ohles Morning session by Dr. Worling	10:00–12:15	Evidence-based Practice by Dr. McChargue (Includes 15 Minute Break)
10:30–10:45	Break	12:30–1:30	Working Lunch (carryout from Student Union)
10:45–12:15	Morning session continues		Dissemination of Motivational Interviewing in Nebraska
12:15–12:30	Break		Nebraska's "Standardized Model" to assessments: Next Steps
12:30–1:30	Lunch provided	1:30–5:00	Supervision Skills: The 12 Core Functions of the Substance Abuse Counselor, by Dr. Herdman (Includes Two 15 Minute Breaks)
	Presentation by Dr. Viljoen*: <i>Assessing Risk for Violence in Adolescents Who Have Sexually Offended</i>		
1:30–3:00	Afternoon session with Dr. Worling		
3:00–3:15	Break		
3:15–4:15	Afternoon session with Dr. Worling		

Learning Objectives

Learning objectives (LO) are statements that clearly describe what the learner will know or be able to do as a result of having attended the educational program or activity. Learning objectives must be **observable and measurable**. Learning objectives should (1) focus on the learner, and (2) contain action verbs that describe measurable behaviors. When determining how many Learning Objectives (LO) should be established, the following guidelines should be utilized: 2-3 LOs for 1-3 hours; 3-4 LOs for 4-6 hours; 5-6 LOs for 7-8 hours.

- | | |
|---|--|
| <ul style="list-style-type: none"> •Verbs to consider when writing learning objectives: list, describe, recite, write compute, discuss, explain, predict apply, demonstrate, prepare, use analyze, design, select, utilize compile, create, plan, revise assess, compare, rate, critique | <ul style="list-style-type: none"> •Verbs to avoid when writing learning objectives know, understand learn, appreciate become aware of, become familiar with |
|---|--|

Example of well-written learning objectives:

This workshop is designed to help you:

1. Summarize basic hypnosis theory and technique;
2. Utilize hypnosis in controlling acute pain;
3. Recognize differences between acute and chronic pain;
4. Apply post-hypnotic suggestions to chronic pain;
5. Observe demonstrations of hypnotic technique and phenomena;
6. Practice hypnotic technique in dyads.

For programs that involve multiple sessions (e.g., conferences, conventions, etc.), credit will be awarded on a session-by-session basis. Each individual session for which credit is requested must have its own stated learning objectives, and each session will be evaluated separately.

Promotional Materials, Diversity, Accessibility, Commercial/Conflict of Interest Disclosures

Applicants must submit copies of all program promotional materials – brochures, flyers, websites, emails, etc. CE promotional materials must contain accurate and complete information, and must clearly indicate how participants may obtain the following information prior to enrolling in a CE program:

1. Learning objectives;
2. A description of the target audience and the instructional level of the activity (introductory, intermediate, or advanced);
3. Schedule/Agenda;
4. Cost, including all fees and the refund/cancellation policy;
5. Instructor credentials, including relevant professional degree and discipline, current professional position, and expertise in program content;
6. The number of CE credits offered for each activity;
7. A clear indication of any activities within a program that are not offered for CE credit.

The information listed above must be available to potential participants prior to enrollment. Sometimes it is not feasible to include all items in every promotional item. In cases where one or more of the above points is not included in a promotional piece, the means of obtaining this information must be provided (e.g., phone number, web site, etc.) in the promotional item.

Multi-session, multi-disciplinary programs often contain some content that is not relevant to psychology or is otherwise inappropriate as CE for psychologists. In these cases, promotional and program materials must clearly indicate which sessions are available to psychologists for credit and which are not.

All programs for which NPA awards CEs for psychologists must include the following statement in all promotional materials:

“This program is co-sponsored by (Your Name) and the Nebraska Psychological Association. The Nebraska Psychological Association (NPA) is approved by the American Psychological Association to sponsor continuing education for psychologists. NPA maintains responsibility for this program and its content. Participants attending this program can receive ____ CEs. All questions, comments and complaints regarding CEs should be directed to NPA at 402-475-0709 or npa@nebpsych.org.”

For NPA co-sponsorship approval, instructor selection and all program content and materials must respect 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. In accordance with this requirement, presentation materials (slides, handouts, etc.) must be submitted for review. We recognize some final tweaking and updating of slides and materials may be necessary after submitting them for review, and have no issue with these changes as long as the revisions do not adversely affect compliance with respect to issues of diversity. Final copies must be received by NPA two weeks prior to program presentation.

All programs for which NPA awards CEs for psychologists must be accessible to individuals with disabilities in accordance with the Americans with Disabilities Act. It is strongly recommended that all promotional materials include a statement advising participants with special needs whom to contact regarding any necessary accommodations.

Applicants must make clearly evident prior to registration any known commercial support for CE programs or instructors. Any other relationships that could be reasonably construed as a conflict of interest also must be disclosed.

Upon completion of a program co-sponsored with NPA, applicants must provide NPA with the number of psychologists and non-psychologists in attendance. It is strongly recommended that this information be requested at time of registration and be included on all registration forms.

Attendance Verification

Applicants must indicate on the NPA CE Co-sponsorship Request Form how attendance is verified throughout the program. Please also see “Virtual/Distance Learning/Webinar Programs” below. For programs that involve a variety of sessions or days (e.g., conferences, conventions, etc.), where credit is awarded on a session-by-session or daily basis, each session or day will be evaluated separately, and applicants must have a system for determining which sessions were attended (e.g., sign-in sheet, electronic, credit log, etc.). **Full attendance is required for all CE programs**, and applicants must have a method for ensuring full attendance (sign-in/sign-out sheets, room monitors, etc.). NPA is aware that individuals will, on occasion, arrive late or leave early from a CE program (a ten-minute leeway is allowed). Applicants should, within reason, evaluate each situation on a case-by-case basis when considering full attendance and the awarding of credit. An explanation of any variances of full attendance should be included with the materials submitted to NPA at the close of programs awarded CEs by NPA.

Applicants must submit a list of all attendees to NPA within 10 days of the completion of the approved program. This list must be submitted electronically (e.g., Word, Excel or text format), with the following fields/columns - First Name, Last Name, Address, City, State, Zip, Phone, Email and CE Request Yes/No. In addition, copies of attendance verification (sign-in sheets, etc.) must be sent to NPA within 10 business days of completion of the approved program.

Evaluations

Applicants must attempt to collect an Evaluation Form from each program participant. It is recommended CE Documentation Letters be distributed after completed Evaluation Forms have been received when possible. Evaluation Forms must be submitted for approval with the co-sponsorship application, and must include an evaluation as to how well each educational objective was achieved, as well as the following two questions measured on 5-point Likert scale – as follows:

- How much did you learn as a result of this CE program? 1. Very Little — 5. Great Deal
- How useful was the content of this CE program for your practice or other professional development?
1. Not Useful — 5. Extremely Useful

Please see the attached sample Evaluation Form. NPA can provide applicants with an Evaluation Form (via pdf) to use if desired. Copies of the completed Evaluation Forms and an Evaluation Summary must be sent to NPA within 10 business days of completion of the approved program.

CE Documentation Letters

When a program has been approved for co-sponsorship, NPA will prepare CE Documentation Letters (see attached sample) to be distributed to participants upon completion of the program, subject to their full attendance. If the applicant would like to hand out the CE Letters at the close of an in-person program, they need to provide NPA with a list of the individuals seeking CEs for psychologists three working days in advance of the start of the program. This list must be submitted electronically (e.g., Word, Excel or text format), with the following fields/columns - First Name, Last Name, Address, City, State, Zip, Phone, and Email. NPA will then prepare personalized CE Letters for each name submitted, and forward the letters as a single pdf document to the applicant. It is the applicant's responsibility to print and distribute the CE Letters. A list of late registrants and walk-ins should be included in the materials sent to NPA within 10 business days of completion of the program. NPA will then prepare CE Letters for the late registrants and walk-ins, and forward the letters in a pdf file to the applicant for printing and distribution to attendees. (Please see procedures for Virtual/Distance Learning/Webinar Programs.)

Virtual/Distance Learning/Webinar Programs

Virtual, distance learning, remote, online and webinar programs are eligible for co-sponsorship with NPA *as long as there is an opportunity for interaction with an instructor in real time*. CEs will not be awarded for viewing of pre-recorded programs. Live presentations can include pre-recorded portions as long as attendees have an opportunity to interact with the instructor following viewing of the recording. There are additional requirements for co-sponsorship approval of virtual programs. Virtual programs must be hosted on a reliable, quality platform,

(i.e. GoToWebinar/Meeting, Zoom, BeaconLive, etc.) which provides documentation of individuals' attendance (i.e. post-event attendance report) and has the capability for attendees to interact with the instructor in real time (i.e. unmuted mic, Q&A Panel, Chat, etc.) Co-sponsorship applicants must outline their back-up plan for technical difficulties. When possible, virtual programs should be recorded, and a copy of, or link to, the recording provided to NPA.

• **Virtual Attendance Verification**

Applicants must submit the post-event attendance report provided by the hosting platform clearly identifying each participating attendee with full name. If the report received from the hosting platform shows attendees' participation by phone number, email address or nickname/username, the applicant must insert the attendees' full name. If the hosting platform does not provide a post-event attendance report, the applicant must identify an alternate way in which they will take and monitor attendance – i.e. having attendee's "sign-in" via Chat or Q&A Panel, etc. Attendance verification must be submitted within 10 business days following the completion of the approved program.

• **Evaluations for Virtual Programs**

Applicants must provide virtual program attendees with an Evaluation Form – with the same requirements as described above – which can be distributed to attendees via a link to an online survey/evaluation, or through digital document (pdf, Word, Excel, etc.). Completed Evaluations/Surveys must be completed/collected and forwarded to NPA with an Evaluation Summary within 10 business days following the completion of the approved program.

• **CE Documentation Letters for Virtual Programs**

NPA will prepare and forward CE Documentation Letters to the applicant in a pdf file (as outlined above) following receipt of attendance verification. It is the responsibility of the applicant to distribute the letters to participants.

Applicant's Responsibilities Following a Program Co-sponsored with NPA

The following materials must be submitted to NPA within 10 business days following the completion of a program for which NPA has awarded CEs for psychologists:

1. Electronic list of all program participants (e.g., Word, Excel or text format), with the following fields/columns - First Name, Last Name, Address, City, State, Zip, Phone, Email and CE Request Yes/No
2. Copies of attendance verification (i.e. sign-in sheets or webinar post-event attendance report, etc.) For programs where credit was offered on a session-by-session basis, documentation of attendance for each session must be submitted
3. Number of psychologists and non-psychologists in attendance
4. Copies of completed Evaluation Forms and Evaluation Summary
5. List of participants who received CE Documentation Letters at in-person events
6. All CE Documentation Letters that were prepared/printed in advance for in-person events but not distributed because of participant cancellation or partial attendance
7. An explanation of any variances of full attendance where CEs were provided
8. List of any late registrants or walk-ins (in-person events) needing a CE Documentation Letter
9. If virtual event that was recorded, a copy of, or link to, the recording.

If you have any questions about submitting programs for co-sponsorship with NPA, please contact NPA at: 402-475-0709 or npa@nebpsych.org. **Send CE Approval Requests to NPA at email to npa@nebpsych.org; P.O. Box 6785, Lincoln, NE 68506; or fax to 877-355-9234.**

Nebraska Psychological Association CE Co-sponsorship Request Form

Please complete a separate NPA CE Co-sponsorship Request Form for each program for which you are seeking co-sponsorship. Programs that include more than one day or session (e.g., conferences, conventions, etc.) where credit is awarded on a day-by-day or session-by-session basis require submission of separate Learning Objectives, Program Descriptions and Agendas for each day/session. Sponsors must identify the system used for determining which days/sessions are attended, and how attendance is verified at each day/session. *There is a \$50 Session fee for each additional day/session for which CEs are awarded independently. Programs/series where individuals register for each presentation separately are considered individual events, and separate applications must be submitted for each.

Email, fax or mail to: npa@nebpsych.org; NPA, P.O. Box 6785, Lincoln, NE 68506; or Fax: 877-355-9234.

The following information and materials MUST be submitted when requesting co-sponsorship with NPA:

- 1. Completed and signed NPA CE Co-sponsorship Request Form
- 2. Program Agenda (see sample)
- 3. Curriculum Vitae of all faculty and presenters
- 4. Copies of all program brochures, promotional materials and communications, etc. (see requirements)
- 5. Instruction materials, handouts, slides, etc. (final copies to be received no less than 2 weeks prior to presentation)
- 6. Evaluation Form (with required questions as identified in this "Procedures and Instructions")
- 7. List of individuals on applicant planning committee including name, degree and title
- 8. \$250 Administration Fee (*plus any additional Session Fees) – to be sent upon co-sponsorship approval

Program Title _____

Program Date(s) _____

In-Person

Virtual

Virtual Platform (i.e. GoToWebinar, Zoom, etc.) _____

Will this program be recorded? _____

If virtual, please describe your back-up plan for technical difficulties, and how Evaluations will be distributed to and collected from attendees.

Sponsor Information – Organizations requesting co-sponsorship must have a current NPA member on staff to act as co-sponsorship liaison.*

Company _____

*Name of current NPA Member liaison for co-sponsorship _____

Co-Sponsor Contact Person _____

Email – *NPA Member liaison _____

Address _____

Email – Co-Sponsor Contact Person _____

City _____

State _____

Zip _____

Phone _____

Applicant Planning Committee – Include name, degree and title

_____	_____
_____	_____

Faculty/Presenters – Please list each faculty or presenter. A vitae for each must be attached.

_____ Vitae Attached _____	_____ Vitae Attached _____
_____ Vitae Attached _____	_____ Vitae Attached _____

Please complete the Reverse Side

Revised 8/2020

Nebraska Psychological Association CE Co-sponsorship Request Form continued

Program Description/Agenda

1) Attach a complete agenda showing program times, including breaks taken. *If this program includes more than one day or session where credit will be awarded on a day-by-day or session-by-session basis, you must submit separate Learning Objects, Program Descriptions and Agendas for each day/session. **BE SURE TO INDICATE** the Length of Day/Session and the Number of CEs Requested for each day/session. (See sample agendas)

*Number of separate Days/Sessions _____
*Length of Program (Total # of clock hours) _____
*Number of CEs Requested _____

2) Provide a brief summary describing this program below. Attach separate descriptions and agendas for additional days/sessions.

Learning Objectives Attach separate LOs for additional days/sessions. (See requirements and samples of Learning Objectives in Procedures/Instructions.)

Promotional Materials Attach copies of all program promotional materials. (See Procedures/Instructions for promotional material requirements.)

Attendance Verification Specify below how attendance is verified throughout the program. For programs that involve a variety of sessions (e.g., conferences, conventions, etc.) credit is awarded on a session-by-session basis, and sponsors must have a system for determining which sessions were attended.

Applicant's Responsibilities Following Co-sponsored Program

The following materials must be submitted to NPA within 10 business days following the completion of a program for which NPA has awarded CEs for psychologists:

1. Electronic list of all program participants (e.g., Word, Excel or text format), with the following fields/columns - First Name, Last Name, Address, City, State, Zip, Phone, Email and CE Request Yes/No.
2. Copies of attendance verification (i.e. sign-in sheets or webinar post-event attendance report, etc.) For programs where credit was offered on a session-by-session basis, documentation of attendance for each session must be submitted
3. Number of psychologists and non-psychologists in attendance
4. Copies of completed Evaluation Forms and Evaluation Summary
5. List of participants who received a CE Documentation Letter at in-person events
6. All CE Documentation Letters that were prepared/printed in advance for in-person events but not distributed because of participant cancellation or partial attendance
7. An explanation of any variances of full attendance where CEs were provided
8. List of any late registrants or walk-ins (in-person events) needing a CE Documentation Letter
9. If virtual event that was recorded, a copy of, or link to, the recording.

I agree to uphold and abide by the requirements set forth in the Nebraska Psychological Association's CE Approval Request Procedures and Instructions, and accept and maintain responsibility for said requirements.

Name/Title

Signature

Date

Scott Conference Center – Omaha, NE

Complete online at: www.surveymonkey.com/r/NPA18Spring

Online Completion Code: _____



PARTICIPANT EVALUATION

INSTRUCTOR	Low/Poor	Fair	Adequate	Very Good	High/Excellent
Amy Wenzel, Ph.D., ABPP					
1. Organization of material	1	2	3	4	5
2. Attitude toward subject	1	2	3	4	5
3. Knowledge of subject	1	2	3	4	5
4. Speaking ability	1	2	3	4	5
5. Use of audio-visual aids	1	2	3	4	5
6. Effectiveness of presentation	1	2	3	4	5
7. Overall rating of instructor	1	2	3	4	5

Comments:

LEARNING OBJECTIVES: At the end of the presentation, attendees will be able to:

1. describe the core components of cognitive behavioral therapy (CBT), including innovative cognitive case conceptualization for addressing anxiety;	1	2	3	4	5
2. identify innovative methods of cognitive restructuring (e.g., the app MoodKit);	1	2	3	4	5
3. discuss components for breathing retraining and tips to increase effectiveness;	1	2	3	4	5
4. list types of exposure-based interventions and methods to maximize effectiveness of response prevention techniques;	1	2	3	4	5
5. describe risk assessment, safety planning, and innovative approaches for the early, middle, and late phases of working with suicidal clients;	1	2	3	4	5
6. describe evidence-based suicide risk assessment scales;	1	2	3	4	5
7. identify approaches that do not work in preventing suicide.	1	2	3	4	5

Comments:

How much did you learn as a result of this CE program?	Very Little				Great Deal
	1	2	3	4	5
How useful was the content of this CE program for your practice or other professional development	Not Useful				Extremely Useful
	1	2	3	4	5

Comments:

WORKSHOP	Low/Poor	Fair	Adequate	Very Good	High/Excellent
1. Relevance of material	1	2	3	4	5
2. Organization of material	1	2	3	4	5
3. Completeness of coverage	1	2	3	4	5
4. Usefulness of handouts	1	2	3	4	5
5. Quality of audio-visuals	1	2	3	4	5
6. How well were the stated objectives met?	1	2	3	4	5
7. Overall workshop rating	1	2	3	4	5

Comments:

PROGRAM AND FACILITIES	Low/Poor	Fair	Adequate	Very Good	High/Excellent
1. Usefulness to practice	1	2	3	4	5
2. Registration fees	1	2	3	4	5
3. Meeting rooms	1	2	3	4	5
4. Acoustics	1	2	3	4	5
5. Refreshments	1	2	3	4	5
6. Overall rating of program	1	2	3	4	5

Comments:

NPA CONTINUING EDUCATION PROGRAMS

Not at all Possibly Unsure Probably Definitely Yes

1. What other TOPICS and TYPES of TRAINING would you like to see presented at an NPA CE event?

2. What other PRESENTERS would you like to see at an NPA CE event?

*Thank you for completing this evaluation.
Your input is important and greatly appreciated!*

And Thank You for supporting the Nebraska Psychological Association.

Sample

August 28, 2020

To Whom It May Concern:

This letter certifies that Carmen Schlater, Ph.D., has successfully participated in the live NPA webinar “Shame and Guilt: How Science Can Inform Practice” on August 28, 2020. This webinar was sponsored by the Nebraska Psychological Association. Participants attending this program receive 3 CEs for psychologists.

The Nebraska Psychological Association is approved by the American Psychological Association to sponsor continuing education for psychologists. The Nebraska Psychological Association maintains responsibility for this program and its content.

Sincerely,



Anne Talbot, Psy.D.

Chair, Continuing Education Committee