



Continuing Education Manual for Co-Sponsorship

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Introduction

In North Carolina, psychologists are required to complete a minimum of twenty-four (24) hours of continuing education (CE) every two (2) years to maintain their license to practice. The North Carolina Psychology Practice Act (the Act) states that programs sponsored or co-sponsored by the American Psychological Association (APA), or APA approved sponsors, are acceptable to meet the mandatory CE requirements for psychologists licensed in North Carolina, provided that the program meets the other criteria for CE as described in the Act. (Please see the Act for further information: [Board-Rules_0522.pdf \(ncpsychologyboard.org\)](https://www.ncpsychologyboard.org/Board-Rules_0522.pdf)).

The North Carolina Psychological Association (NCPA) is approved by the APA as a sponsor of CE for psychologists and NCPA must approve any programs it co-sponsors. NCPA is responsible for assuring that all criteria of the APA CE Sponsor Approval Program are met for any presentations co-sponsored by NCPA. The requirements outlined in this manual are the requirements of the APA CE Sponsor Approval Program and must be adhered to by both NCPA and co-sponsoring organizations.

Definition of Continuing Education for Psychologists*

Continuing education in psychology is an ongoing process consisting of formal learning activities that: (1) are relevant to psychological practice, education, and/or science; (2) enable psychologists to keep pace with the most current scientific evidence regarding assessment, prevention, intervention, and/or education, as well as important relevant legal, statutory, leadership, 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.

*From Standards and Criteria for Approval of Sponsors of Continuing Education for Psychologists, August 2015, American Psychological Association.

Application and Approval Process

Any co-sponsored CE program must meet all the requirements outlined in this document, which is based on the APA CE approval system. An NCPA member must be involved in all stages of a co-sponsored event and is responsible for making sure that all requirements are met. Please use the CE Co-Sponsor checklist (**Appendix A**).

Steps in the Application Process

1. Review the NCPA CE Co-sponsorship Manual.
2. Use the CE Sponsor Checklist.
3. Complete the Initial Application.
4. Submit Initial Application.
5. If approved, sign Co-Sponsorship Agreement sent by NCPA.
6. Submit promotion material, assuring that it meets all requirements.
7. Assure throughout the process that all requirements in the manual are met.
8. Submit the evaluation form, evaluation summary, and sign-in/sign-out material.
9. NCPA sends certificates of attendance.

Initial Application Form and Fee

An initial application (**Appendix B**) **MUST be submitted to NCPA at least thirty (30) days before the date of the program** and **MUST** be signed by an NCPA member who is participating in planning the activity. It must contain all the elements listed in the application. Please send a copy by e-mail and along with payment to NCPA.

Once the application is received, it will be reviewed and a decision as to whether NCPA will co-sponsor the event will be made within ten (**10**) business days.

If the application is approved, the co-sponsoring entity may proceed but must comply with all the APA requirements listed in this manual. If the initial application is rejected, the letter of denial will include the reason for denial of the application.

A fee of \$300 for not-for-profit organizations/NCPA members and \$800 for all other organizations/individuals per event must accompany the initial application. All, minus a \$100 administrative fee, will be refunded if the application is not approved. For a series of events (such as Grand Rounds), please contact the NCPA office for the fee schedule.

Co-Sponsorship Agreement

Upon approval of the application, NCPA will send a co-sponsorship agreement, which must be signed and returned to NCPA electronically or by mail.

Promotional Material

Promotional material **cannot** be distributed without prior approval by NCPA. *(Please allow ten (10) business days for review once the promotional material is submitted to the NCPA office.)*

All promotional materials for the event **MUST** include:

- A brief description of the material to be presented (**Appendix E**)
- Learning objectives (**Appendix C**)
- Target audience and the instructional level of the activity (**Appendix D**)
- Presenter(s)' credentials (**Appendix E**)
- Schedule and format
- Cost
- Refund/cancellation policy
- Attendance policy (**Appendix G**)
- Number of CE credits offered for each activity
- If the program is intended to meet ethics requirement, the word "ethics" or a derivative of the word "ethics" must be in the title of the program and the promotional materials must state that this is a program for ethics credit (**Appendix J**)
- Contact information of the co-sponsoring entity
- A clear indication of any activities within a program that are not offered for CE credit
- Any known commercial support for CE programs or presenters
- Any other relationships that could be reasonably construed as a conflict of interest
- Mandatory APA approval statement below (**Appendix E**)

Program Evaluation and Submission of Materials to NCPA

Evaluation and Evaluation Results

The co-sponsoring entity **must** provide an evaluation form to each participant and request each participant to complete the evaluation. The awarding of CE credits will not be withheld in cases where participants have specifically opted out of completing the evaluation feedback form (**Appendix H**).

Every individual evaluation form must contain the following two questions verbatim:

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

The co-sponsoring entity **MUST** provide NCPA with the aggregate results of the evaluations for each presentation rather than copies of the individual evaluation forms (**Appendix I**).

Post-Program Submission of Materials to NCPA

Within twenty (20) business days after the CE activity, the co-sponsoring entity must submit to NCPA:

- An electronic copy of the sign in/sign out documentation (copies of completed sign in/sign out sheets, Zoom reports, etc.) for each co-sponsored activity (originals must be maintained by the co-sponsoring entity for three years)
- The number of psychologists and non-psychologists who attended
- A copy of each piece of promotional material for the activity
- A copy of the clean evaluation form(s)
- The aggregate results of the evaluation(s)
- Fee for Certificates of Attendance:
 - \$6.00 per person per activity for not-for-profit organizations
 - \$10.00 per person per activity for for-profit organizations

Once all information and payments have been received, NCPA will send the certificates of attendance to the co-sponsoring entity for distribution.

Instructional Personnel

Co-sponsoring organizations must select instructors and program content that respects cultural, individual, and role differences, including those based on age, gender identity, race, ethnicity, culture, national origin, religion, sexual orientation, disability, language, socioeconomic status, etc.

Although it is not required that instructors be psychologists, they must have expertise and be competent in the area in which they teach. Expertise might be demonstrated by some combination of the following: relevant education 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.

Program Content

CE programs should be relevant to psychological practice, theory and method for psychologists.

Co-sponsoring organizations must adhere to the following principle*:

"The content of CE is the crucial component intended to maintain, develop, and increase conceptual and applied competencies that are relevant to psychological practice, education, and science. All CE programs offered for CE credit for psychologists must comply with Standard D criteria, and be grounded in an evidence-based approach. Continuing education programs that are focused on application of psychological assessment and/or intervention methods must include content that is credibly supported by the most current scientific evidence. Continuing education programs may also provide information related to ethical, legal, statutory or regulatory policies, guidelines, and standards that impact psychology."

Co-sponsoring organizations must also adhere to the following criteria*:

1. *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;*
 - 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.*
2. *Sponsors are required to ensure that instructors, during each CE presentation, include written statements that describe the accuracy and utility of the materials presented, the empirical basis of such statements, the limitations of the content being taught, and the severe and the most common risks.*
3. *Sponsors must offer program content that builds upon the foundation of a completed doctoral program in psychology.*
4. *Sponsors must be prepared to demonstrate that content is relevant to psychological practice, education, and/or science.*
5. *Sponsors must have a process to identify any potential conflict of interest and/or commercial support for any program offered, and they must clearly describe any commercial support for the CE program, presentation, or instructor to program 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. Individual presenters must disclose and explain the presence or absence of commercial support or conflict of interest at the time the CE program begins."*

*From Standards and Criteria for Approval of Sponsors of Continuing Education for Psychologists, August 2015, American Psychological Association

Offering a Program for Ethics Category A Requirement

If a program is intended to meet the NC Psychology Board's requirement for continuing education in the area of ethics, the word ethics or a derivative of the word ethics MUST be included in the program title and the program must include such content. (See Appendix J)

References

APA requires that presentations are grounded in an evidenced-based approach and that this is demonstrated by at least 3 references (for a 1-to-3-hour presentation) or at least 5 references

(for a 4+ hour presentation) formatted according to the most recent and current edition of the APA Publication Manual. **Except for workshops that focus on ethical issues, legal policies, or broad guidelines and standards, at least 3 references must be from peer-reviewed publications.** References must be from the last ten years.

NCPA reviewers will let applicants know if references do not conform to the current APA format, but applicants are strongly encouraged to carefully review their references prior to submitting an application, as formatting errors will delay the application process. Fixing the formatting is the responsibility of the applicant, not of the NCPA reviewers.

Learning Objectives

Co-sponsor organizations must have predetermined learning objectives (LOs) for every CE program (**Appendix C**).

The number of LOs required is based on the duration of the program:

- 1 - 3 hours program = 2-3 LOs
- 4-6 hours program = 3-4 LOs
- 7-8 hours program = 5-6 LOs

Attendance Policy

The co-sponsoring entity must provide a mechanism for participants to sign in at the beginning of the program and sign out at the close of the program. See **Appendix F** for a sample sign in/sign out sheet. See **Appendix G** for Attendance Policy.

NCPA will then electronically send the CE certificates back to the main contact. Certificates will only be issued if the co-sponsoring organization has met all the requirements for co-sponsorship.

Accessibility and Special Accommodations, Grievance Policies

If special requests are received, it is the responsibility of the co-sponsoring entity to make the necessary arrangements. See **Appendix G**.

Standards for Awarding CE Credit

Continuing education programs must be at least one hour in length. Credit can be given in a half-hour increment after the initial hour (i.e., 1 hour and 30 minutes equals 1.5 credits) if that is the intended and stated duration of the CE event. There is no partial credit for participants who attend only a portion of the CE activity. Participants must stay for the entire stated duration of the program or forfeit CE credit altogether.

It is the responsibility of each attendee to keep a record of attendance (including a copy of the CE certificate).

Ethical Standards

Co-sponsored CE activities should conform to the highest ethical standards available to psychologists. Presenters must comply with the most recent edition of the *APA Ethical Principles of Psychologists*. <http://www.apa.org/ethics/code/index.aspx> and pay particular attention to Standard 7 which directly addresses education and training.

Please remember: the word ethics (or a derivative of the word ethics) MUST be included in the program's title.

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Appendix A: Co-sponsorship Check List for Category A CE Credits

Please be sure the following steps are completed throughout the co-sponsorship process.

NOTE: The brochure/flyer you will be using for the event **MUST** be emailed to Karen Gray at karen@ncpsychology.org for review and *approval before distribution*.

___ **Review NCPA's CE Co-Sponsorship Manual for Category A CE Credit.**
(Go to www.ncpsychology.org and click on the Continuing Education tab to locate CE Manual)

___ **Initial Application complete and sent** via email to Karen Gray being sure the following are noted:

- ___ Steps 1-8 of application are completed.
- ___ Number of CE hours requested are listed. Break and mealtime does not count towards CE credit.
- ___ NCPA member responsible for program is listed and has signed the application.
- ___ Initial application fee (\$300 not for profit, \$800 for profit, or call office for fee schedule for a series of events) made payable and sent to:
NCPA, 9660 Falls of Neuse Road, Suite 138, PMB #: 176, Raleigh, NC 27615

___ **Promotional Material contains all required elements and is approved by NCPA prior to distribution**

- *Continuing Education Statement **must** be in promotional material verbatim:*
The program is co-sponsored by the North Carolina Psychological Association and the _____. The North Carolina Psychological Association is approved by the American Psychological Association to sponsor continuing education for psychologists. The North Carolina Psychological Association maintains responsibility for this program and its content. This program is offered for (____) hours of continuing education credit.
- *Attendance Policy must be included in promotional material as noted below:*
Attendance Policy - To receive credit, you must be present for the entire session, and follow the specified format for signing in/out for documentation of attendance. No credit will be given to participants who are more than 15 minutes late at the beginning of any session. No credit will be given to participants who leave before the close of a session.

- **Other information required in Promotional Material:**
 1. Description of the program to be offered (Appendix E).
 2. Learning objectives (Appendix C).
 3. Participants and skill level(s) for which the program is appropriate (Appendix D).
 4. Schedule and format including start and end hours (Appendix E).
 5. Cost, refund/cancellation policy, and any additional fees or expenses.
 6. Credentials for each presenter.
 7. A minimum of 3 references for a 1-to-3-hour presentation and 5 references for a 4+ hour presentation. References must be from within the last ten years. Please see Appendix K for more information about references.
 8. Number of CE credit hours offered for each separate presentation.

_____ **Co-Sponsor Agreement letter**

_____ Signed _____ Dated _____ Returned to NCPA

Note: Please inform participants prior to and at the end of the workshop/conference that certificates of attendance will be sent to the co-sponsoring entity within 20 business days from the time NCPA receives the materials from the co-sponsoring entity of the workshop/conference. If NCPA is not able to do this within the 20 business days, the host will receive an email letting them know when the CE document of attendance will be mailed.

_____ **After the Co-sponsored Event, this information must be sent to NCPA:**

- \$6 per CE certificate (nonprofit) and \$10 per CE certificate (for profit)
 - Documentation of attendance (Appendix F)
 - 1 copy of any and all promotional materials (brochure/flyer)
 - 1 clean copy of evaluation form used
 - Participant numbers: **Important:** How many total psychologists and non-psychologists attended, even if they **did not** complete an evaluation for credit
 - Submit an evaluation compilation (Appendix K)
- Important: The awarding of CE credits will not be withheld in cases where participants have specifically opted out of completing the evaluation feedback form**

Appendix B: Co-sponsorship Application

Please email to: karen@ncpsychology.org

1. Organization or Individual:

2. Address:

City: State: Zip:

Phone:

E-Mail:

Organization Website:

Contact Person:

3. Name of NCPA Member who will be a part of the planning process:

(NCPA requires that at least one NCPA member be an integral part of planning this continuing education activity, sign this application, and assure adherence to NCPA policies on continuing education.)

4. Date(s) of the Activity:

5. Location (Please indicate "Virtual" or provide physical location. If more than one, list all locations where program will be conducted):

6. Status of Group (check one): ☐ Not-for-Profit* ☐ For-Profit ☐ Governmental

**Copy of IRS tax letter must accompany application to be recognized as a not-for-profit organization.*

7. Title of Program(s):

(If only one offering, give that title; if more than one give overall conference title then individual presentation titles in #8.)

8. Program Content: **For each presentation, please provide the following:**
- a. Title of each presentation
 - b. Narrative description of each presentation (Appendix E)
 - c. Learning objectives (LOs) for each presentation. There should be 2-3 LOs for a 1-3 hour program, 3-4 LOs for a 4-7 hour program, and 5-6 LOs for a 7-8 hour program. (Appendix C)
 - d. American Psychological Association requires that the program content meets one of the following criteria. Please select the one that applies.
 - 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
 - 2. Program content focuses on ethical, legal, statutory or regulatory policies, guidelines, and standards that impact psychological practice, education, or research
 - 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
 - e. Name of each presenter, including degree, discipline, current professional information, and any other information that will be in your promotional material (Appendix E)
 - f. Is this program intended to meet the NC Psychology Licensing Board's requirement for ethics CE? If so, make sure it meets the criteria in Appendix L.
Check one: ☐ Yes ☐ No
 - g. For each program, indicate learning level: Basic, Intermediate or Advanced (Appendix D)

- h. Total number of CE Hours applying for credit. The number of credits to be awarded (1 credit per hour). If planning more than one presentation, provide number of credits for each.
- i. A minimum of 3 references for a 1-to-3-hour presentation and 5 references for a 4+ hour presentation. References must be in current APA format and from within the last ten years. Except for workshops that focus on ethical issues, legal policies, or broad guidelines and standards, **at least 3 references must be from peer-reviewed publications**. Please see Appendix K for more information about references.

Signature of NCPA Member

Date

Signature of Contact Person for Co-Sponsoring Entity

Date

Appendix C: Guidelines for Writing Learning Objectives

Every program offered for CE credit must have predetermined learning objectives (LOs). Rather than a description of topics to be covered, LOs should clearly define what the participant will know or be able to do as a result of having attended the program, and these objectives must be stated in measurable terms.

Number of Objectives: There should be 2-3 LOs for a one-to-three-hour program; 3-4 LOs for a four-to-seven hour program, and 5-6 LOs for a seven-to-eight hour program.

LOs should be:

1. observable and measurable by both quantitative and qualitative criteria
2. unambiguous
3. results-oriented, clearly written, and specific
4. able to display successful learning in behavioral terms

APA provides guidance for writing learning objectives at
<https://www.apa.org/ed/sponsor/resources/objectives.pdf>

Learning objectives that meet the APA's requirements tend to **use verbs like these:**

Demonstrate	
Describe	Prepare
Recite	Use
Write	Assess
Discuss	Compare
Explain	Rate
Predict	Summarize
Apply	Employ

Avoid verbs like these:

Know
Understand
Learn
Appreciate
Become aware of
Become familiar with

You can find more guidance at
<https://www.apa.org/ed/sponsor/resources/objectives.pdf>

Appendix D: Guidelines for Target Audience and Instructional Level

Target Audience

The target audience for NCPA and co-sponsored CE events is licensed psychologists and other licensed mental health professionals. All programs must be at an appropriate level for psychologists to be considered for approval.

Guidelines for Determining the Workshop's Instructional Level

Basic: This best describes a topic or issue that the prospective audience is encountering for the first time in a meaningful way.

In a "Basic" workshop/institute:

- The audience is introduced to the topic and/or technique.
- It is appropriate to review DSM criteria.
- The presenter can expect people in the audience who have become interested without experience.
- The audience will expect more background information on the topic/issue, theoretical foundation, etc.

Intermediate: This best describes a topic or issue that the audience likely has a theoretical foundation for understanding and/or a working knowledge of the DSM criteria.

In an "Intermediate" workshop/institute:

- It is appropriate to provide a very brief review of the DSM.
- The presenter can expect questions based on experience of the participants.
- It is appropriate to include audience participation in case studies.

Advanced: This best describes a topic or issue about which the audience has significant knowledge and/or experience with the subject area.

In an "Advanced" workshop/institute:

- It is appropriate to include a demonstration, use role play, etc., in other words more experiential or *in vivo* learning.
- The audience will expect you to introduce and discuss "cutting edge" issues related to the topic.

Appendix E: Samples for Promotional Material

THE FOLLOWING STATEMENT **MUST** APPEAR ON THE PROMOTIONAL MATERIAL VERBATIM:

This program is co-sponsored by the North Carolina Psychological Association and _____ (co-sponsoring organization). The North Carolina Psychological Association is approved by the American Psychological Association to sponsor continuing education for psychologists. NCPA maintains responsibility for this program and its content.

SAMPLE ONE

Not All that Blows Up is Bipolar: Disentangling Mood and Externalizing Disorders in Youths
Eric A. Youngstrom, PhD, Professor of Psychology and Neuroscience, UNC Chapel Hill

Externalizing problems are one of the main reasons parents and teachers will send children to the clinic, and mood disorders are one of the leading public health problems in adolescence, with high impairment and risk of suicide. Although historically categorized as “internalizing” problems, mood disorders are quite often associated with irritability, impulsivity, and aggression, especially in agitated depression and bipolar spectrum disorders. The blurred boundaries have created a lot of controversy. The pendulum swung towards diagnosing a lot of bipolar disorder in youth, and then swung to DSM-5 creating a new diagnosis, disruptive mood dysregulation disorder. The treatments we would use for oppositional behavior, depression, bipolar, and conduct disorder are quite different, so getting the diagnosis right matters to the clinician and the family. This workshop uses a series of clinical vignettes to illustrate some of the key battleground issues in the debate about mood and externalizing disorders. With a combination of lecture, small group exercises, and discussion, we link the most recent research to clinical application, showing how our evolving understanding can guide our clinical care.

By the end of this Workshop, participants will be able to:

1. identify the pros and cons of the new DMDD diagnosis, and decide if and how to address it in their practice;
2. use free assessment scales, risk factors, and clinical features to help distinguish which cases are more likely to follow a bipolar versus unipolar depression course;
3. recognize when to adjust treatment for different mood and behavior profiles; and
4. state what should be different in treatment optimized for non-mood externalizing problems versus depression or bipolar spectrum conditions.

Instructional Level: Intermediate

Educational Format: Lecture, Case Vignettes, Interactive group learning, Discussion

Eric Youngstrom, PhD, is a professor of Psychology and Neuroscience and Psychiatry at the University of North Carolina at Chapel Hill. He earned his Ph.D. in clinical psychology at the University of Delaware and completed his pre-doctoral internship training at Western

Psychiatric Institute and Clinic. He then joined the faculty at Case Western Reserve University. In addition to his professorial duties at Carolina, he is also the Acting Director of the Center for Excellence in Research and Treatment of Bipolar Disorder. He is the first recipient of the Early Career Award from the Society of Child and Adolescent Clinical Psychology and an elected full member of the American College of Neuropsychopharmacology. He is a fellow of the American Psychological Association (Divisions 5, 12, and 53), as well as the Association for Psychological Science and the Association for Behavioral and Cognitive Therapies. He consulted on the 5th Revision of the Diagnostic and Statistical Manual (DSM-V) and the International Classification of Diseases (ICD-11). He chairs the Work Group on Child Diagnosis for the International Society for Bipolar Disorders, along with the Advocacy Task Force. Dr. Youngstrom has received grants from the NIMH (continuous funding since 2002), the Ohio Department of Mental Health, and multiple foundations. He is Past President of the Society of Clinical Child and Adolescent Psychology.

Information for the morning workshop – Friday, April 28

- Time:** 9:00am – 12:15pm
- Credit:** 3 hours Category “A” Continuing Education Credit
- Attendance:** to receive credit, you must be present for the entire workshop and must sign-in and sign-out. No partial credit will be given.
- Registration:** \$185 NCPA Members & Non-Psychologist Members of Other Professions
\$150 Early Career Psychologists (Graduated 2011 – Present)
\$250 Psychologist non-members of NCPA
\$75 Students (includes both lunch and breaks; 10 slots available)
- Please Note:** \$50 late fee will be added for all registrations received after Noon, Thursday, April 20.

References are available upon request. Please email the office directly at email@email.com

Appendix F
Sign In / Sign Out Sheet Example

Title of Workshop:
Presenter of Workshop
Date and Time of Workshop:
CE Hours:

Name	Psychologist (Yes / No)	Signed In	Signed Out	Evaluation Completed

This is only an example of a physical sample. You are welcome to use your electronic registration report(s) from your Teams report, Zoom report, learning management program, etc.

Appendix G: Attendance, Accessibility, and Grievance Policies

Attendance

To be eligible to receive a Certificate of Attendance, a participant must attend the entire institute or workshop that is offered for credit.

1. No partial credit will be given.
2. 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 or who leave more than 15 minutes before the end of the presentation.
3. To receive credit, a participant must both sign-in and sign-out for each segment of an offering where sign-in/sign-out is required for attendance.
4. Neither NCPA staff nor staff associated with the co-sponsoring entity have the authority to waive this policy for any reason.

Accessibility

1. Co-sponsors must provide an adequate environment for the kind of educational methodology used and be private enough to safeguard confidentiality of case material or work samples.
2. It is recommended that a classroom style arrangement be used for all in-person workshops.
3. All facilities for in-person activities must be accessible to those who are disabled. If special requests are received, the co-sponsoring entity will attempt to make reasonable accommodations consistent with the ADA. This is also applicable to all activities held virtually (an example would be allowing for closed captions).

Grievance

When a participant, either orally or in writing, expresses a grievance and requests action, the following actions may be taken:

- A. If the grievance concerns a speaker, the content presented by the speaker, or the style of presentation, the individual filing the grievance will be asked to put

his/her/their comments in written format. The CE Chair(s) will then pass on the comments to the speaker, assuring the confidentiality of the aggrieved individual.

- B. If the grievance concerns a workshop offering, its content, level of presentation or the facilities in which the workshop was offered, the CE Chair will mediate and will be the final arbitrator. If the participant requests action, the CE Chair will:
 - 1. attempt to move the participant to another workshop,
 - 2. provide a credit for a subsequent workshop, or
 - 3. provide a partial or full refund of the workshop fee.
- C. Actions B.2. and B.3. will require a written note documenting the grievance, for record keeping purposes. The note need not be signed by the aggrieved individual.
- D. If the grievance concerns NCPA's CE program, in a specific regard, the CE Chair(s) will attempt to arbitrate.

Appendix H – Sample Evaluation Form

North Carolina Psychological Association Using ACT to Treat Anorexia Nervosa (AN) or AN-Spectrum Behavior

John B. Smith, PhD, Professor of Psychology

University of North Carolina – Chapel Hill

May 28

Participant Evaluation

1. How much did you learn as a result of this CE program?

1 2 3 4 5

(1 Very Little — 5 A Great Deal)

2. How useful was the content of this CE program for your practice or other professional development?

1 2 3 4 5

(1 Not useful — 5 Extremely useful)

Using the scale below, please answer each question with a number 1 to 5 with one being the lowest and five the highest.

1	2	3	4	5
Poor		Adequate		Excellent

1. How well did this program meet your needs? _____

2. How effective was this program at motivating you to continue learning in this area? _____

3. The physical facilities (e.g. room, equip. etc.) were: _____

4. Instructional materials were: _____

5. The organization and presentation of the content was: _____

6. Dr. Smith's knowledge of this subject is: _____

7. Dr. Smith's teaching methods of the subject was: _____

8. Did this program motivate you to continue to learn in this area? _____

Rate how well you understood the learning objectives by completing before and after with one circle in each section. One is the lowest and five is the highest.

<u>Before</u>						<u>After</u>			
1	2	3	4	5	Am able to formulate anorexia nervosa (AN) from an ACT perspective.	1	2	3	4
1	2	3	4	5	Can state at least 3 challenges in treating individuals with AN and how to overcome these challenges in a model-consistent manner.	1	2	3	4
1	2	3	4	5	Am able to identify how to use ACT to maximize therapist flexibility when working with AN clients.	1	2	3	4

1. What were the best features of the workshop?

2. What were the worst features of the workshop?

3. Suggestions for improving the workshop.

4. Suggested topics and speakers for future programs.

5. How did you find out about this workshop?

6. Are you a psychologist? (Circle one) Yes No

7. If not, what is your profession?

Appendix I – Sample Evaluation Summary

North Carolina Psychological Association

Using ACT to Treat Anorexia Nervosa (AN) or AN-Spectrum Behavior

John B. Smith, PhD

Professor of Psychology

University of North Carolina – Chapel Hill

May 28

Participant Evaluation

Using the scale below, please answer each question with a number 1 to 5 with one being the lowest and five the highest.

1.	How much did you learn as a result of this program?	Mean 3.25		
2.	How useful was the content of this CE program for your practice or other professional development?	Mean 3.75		
1	2	3	4	5
Poor		Adequate		Excellent
3.	How well did this program meet your needs?	Mean 4.50		
4.	How effective was this program at motivating you to continue learning in this area?	Mean 2.75		
5.	The physical facilities (e.g. room, equip. etc.) were:	Mean 3.00		
6.	Instructional materials were:	Mean 4.00		
7.	The organization and presentation of the content was:	Mean 4.75		
8.	Dr. Smith’s knowledge of this subject is:	Mean 5.00		
9.	Dr. Smith’s teaching methods of the subject was:	Mean 4.75		
10.	Did this program motivate you to continue to learn in this area?	Mean 3.75		

Rate how well you understood the learning objectives by completing before and after with one circle in each section. One is the lowest and five is the highest.

Before

After

Mean 2.75

Am able to formulate anorexia nervosa (AN) from

Mean 4.25

an ACT perspective.

Mean 1.75

Can state at least 3 challenges in treating individuals with AN and how to overcome these challenges in a model-consistent manner.

Mean 4.50

Mean 2.25

Am able to identify how to use ACT to maximize therapist flexibility when working with AN clients.

Mean 4.25

1. What were the best features of the workshop?

Relevant knowledge

2. What were the worst features of the workshop?

Not enough time

3. Suggestions for improving the workshop.

Allow more time to discuss

4. Suggested topics and speakers for future programs.

N/A

8. How did you find out about this workshop?

Email

9. Are you a psychologist? (Circle one)

12 psychologists attended

Yes

No

10. If not, what is your profession?

3 social workers

2 medical doctors

APPENDIX J: Guidelines for Programs Intended to Meet the NC Psychology Board's Requirement for Continuing Education in the Area of Ethics.

From North Carolina Psychology Board Continuing Education Requirements page:
[Microsoft Word - CE Rule \(ncpsychologyboard.org\)](https://ncpsychologyboard.org/microsoft-word-ce-rule)

21 NCAC 54 .2104 CONTINUING EDUCATION

All continuing education hours, whether Category A or B, must be in the maintenance and enrichment of professional skills and competencies within the licensee's scope of practice in psychology, including, but not limited to: (A) training in empirically supported assessment or treatment; (B) the application of research to the practice of psychology; (C) legal issues in psychology; (D) ethics in the professional practice of psychology; (E) training in how to properly supervise in accordance with Board rules regarding supervision requirements, as described in Rule .2001(c) of this Chapter; and (F) training in best practice standards and guidelines.

CE events intended to satisfy the North Carolina Psychology Board requirements for CE in ethical issues should meet the following criteria:

1. the word "ethics" or a derivative of the word "ethics" must be in the title of the program
2. the program and learning objectives must include such content

APPENDIX K: References in APA Citation

When formatting references, it may be helpful to use the citation generator found at https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_style_introduction.html. However, please keep in mind that no online citation generator is perfect. Please review any references it provides to ensure that all formatting is accurate. And please remember that a properly formatted reference includes a digital object identifier (DOI) whenever one is available.

References must be from the last ten years.

As a rule, every session for which CE is available should have at least three to five references (3 references for a 1–3 hour presentation; 5 references for a 4+ hour presentation) that are relevant (e.g., reflective of the breadth and depth of the session content), current (e.g., within the past 10 years), sufficient, and evidence-based. Except for workshops that focus on ethical issues, legal policies, or broad guidelines and standards, at least three references must be from peer-reviewed publications.

NCPA reviewers will let applicants know if references do not conform to APA format, but applicants are strongly encouraged to carefully review their references prior to submitting an application, as formatting errors will delay the application process.

Fixing the formatting is the responsibility of the applicant not of the NCPA reviewers.

For more information, visit this website: <https://apastyle.apa.org/>