



## NJPA Continuing Education Submission Criteria

### NJPA Submission Criteria Check List and Form

*Please work with and share the following criteria with the program instructor OR liaison to ensure compliance with APA Continuing Education Sponsorship Standards.*

Submit this Form to **NJPA AT LEAST 60 DAYS PRIOR** to the event date

#### **Check List**

- Program Application must be submitted at least 60 days before the program date
- Contact Information
- Program Title/Date/Hours
- Identification of Type of Activity: (check one)
- Identification of Number of Continuing Education Credits Requested
- Identification of Program Level of Learning Beyond the Completion of a Doctoral Degree
- Identification of Target Audience
- Program Narrative
- Learning Objectives
- Evidence of Involvement of Psychologist
- Instructor Curriculum Vitae
- Evidence-Based Approach
- References in APA Format
- Diversity Requirements
- Accuracy and Utility of the Materials Presented
- Identification of Proprietary Information
- Identification of Conflicts of Interest and Commercial Support
- Confidentiality
- Disclaimer to Attendees *(If deemed necessary)*
- Presentation of Promotional Materials
- Additional information
- Signature

*By signing this form, you agree to adhere to the stated submission criteria and verify that you have provided and discussed these requirements and the implementation of these requirements with the program instructor and/or liaison.*

**NJPA Continuing Education Submission Criteria**Application submitted by:  **NJPA**  **Affiliate**  **Other****Contact Information**Name of organization, Committee, or Individual requesting approval for CE Activity:  
\_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Contact Person: \_\_\_\_\_

**Name of CE Program:** \_\_\_\_\_**Number of CE Credits Requested:** \_\_\_\_\_ **Date of Program:** \_\_\_\_\_**1. Identification of Type of Activity: (check one)****Workshop-** A program that is less than one week**Lecture Series-** A program that is more than one week but less than six months**In-Depth Series-** Any program that lasts longer than six months**Conference-** Where participants are required to attend all components. If one or more of the activities listed is part of a multi-session program for which credit is earned on a session by session basis, you should list the program as a session**Session-** Individual programs within a conference that do not require full conference attendance**2. Identification of Number of Continuing Education Credits Requested**

1 credit per 60 minutes of instructional time and a clear indication of any activities within a program that are not offered for CE credit (*Examples – 8:00 am – 8:30 am Networking and Breakfast or 12:00 pm – 1:00 pm Lunch Break*) \* Please use the term CE. CEU is granted per every ten hours of contact.

**3. Identification of Program Level of Learning beyond the Completion of a Doctoral Degree**

Applicant must describe how the program content will build upon the foundation of a completed doctoral program in psychology. the content shall be relevant to psychological practice, education, and/or science; 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 allow psychologists to maintain, develop, and increase competencies in order to improve services to the public and enhance contributions to the profession. Please use additional space if necessary.

 **Introductory:** no prior knowledge of the specific topic is required **Intermediate:** some basic knowledge of the specific content is required **Advanced:** substantial working knowledge or skill level in the specific content area is required

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### 4. Identification of Target Audience

Indicate ALL groups you have targeted as potential participants in the activities you intend to offer for credits (will be included on ALL promotional materials)

- Psychologists
- Psychiatrists
- Social Workers
- Nurses
- Physicians
- Educators
- Mental Health Counselors
- Marriage and Family Therapists
- Graduate Students
- Undergraduate Students
- Other( Specify)

### 5. Program Narrative (please include attachment)

### 6. Learning Objectives

Present at least three learning objectives per instructional hour - objectives 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. Please refer to the Guidelines for Writing Behavioral Learning Objectives at <http://www.apa.org/ed/sponsor/resources/index.aspx>

### 7. Evidence of Involvement of Psychologist

APA Standard B requires that there is direct input of psychologists in all phases of the decision-making and program-planning process for the activities offered to psychologists for CE credit. **Name and Contact Information of Psychologist(s) involved in programming:**

Name:

Email:

Contact Number:

Description of Psychologist participation (you may use an additional sheet to provide this requested information).

### 8. Instructor Curriculum Vitae

NJPA requires a CV for CE program instructors. If the instructor is a licensed psychologist, please include the license number per the NJ Board of Psychological Examiners Regulations' Minimum Content of Advertising requirement - 13:42-9.3 MINIMUM CONTENT OF ADVERTISING. *We ask for compliance from both in state and out of state licensed psychologists.* Please include with application.

### 9. Evidence-Based Approach

CE programs must be grounded in an evidence-based approach. CE 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. CE programs may also provide information related to ethical, legal, statutory or regulatory policies, guidelines, and standards that impact psychology.

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**Please check the one box that best applies to the CE content of your program.**

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

### 9. References in APA Format

At least three references must be included that are evidence based, **no older than five years**, and in correct APA format. Please include on a separate sheet.

### 10. Diversity Requirements

The New Jersey Psychological Association declares its intention to raise the consciousness of its members about issues of diversity including through NJPA CE programs. These diversity issues include, but are not limited to age and life cycle stage, gender, gender identity, race, ethnicity, culture, national origin, religion, sexual orientation, ability status, language, socioeconomic status, immigration status, and level of acculturation. In addition, our intention is to increase awareness of the importance of intersectionality, of the impact of differences in power and privilege, and of how trauma and resilience are played out in relationship to these diversity issues.

In preparation for the program presentation, NJPA requires that instructors research the literature on the diversity issues related to the subject matter of the program. (Note the issues identified above as indicative of “diversity”). If the instructor finds research has been completed on how the subject matter impacts diverse groups, the instructor shall include this research within the program presentation. If the instructor finds that there is no research on how the program subject matter impacts diverse groups, the instructor shall discuss the absence of such research during the presentation.

Has the instructor investigated research on how the subject matter impacts diverse groups?

- Yes       No

If research has been found, please affirm the research will be discussed in the presentation.

- Yes       No

If no research has been found, please affirm the lack of research will be discussed in the presentation

- Yes       No

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### **11. Accuracy and Utility of the Materials Presented**

Instructors shall discuss the accuracy and utility of the materials presented. More specifically, that the program is based on the references provided and that it is one of a number of approaches to the particular content, or if it is experimental in nature, to specifically cite that, but not represent as the only approach. Instructors must discuss the possible limitations of the approach and the most common potential risks as well as the most severe, if any. A disclaimer will be included in promotional materials that NJPA does not endorse the presented material as the only approach to a given area of study or therapeutic approach.

### **12. Identification of Proprietary Information**

When permission for use of proprietary information is required, NJPA and/or the instructor is required to obtain that permission in writing from the appropriate body, such as a test publisher. When a case study is presented in a workshop, which may or may not include test data, results or test items, any identifying information will be disguised in a generic manner and any test related material will likewise be disguised and collected at the close of the workshop.

### **13. Identification of Conflicts of Interest and Commercial Support**

Co-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. The promotional materials must and the instructors must disclose and explain the presence or absence of commercial support or conflict of interest at the time the CE program begins.

### **14. Confidentiality**

The principle of confidentiality of instructional materials and participant disclosure, if any, must be maintained. When applicable, the applicant will explicitly state at the beginning of the program that confidential material may be discussed, and should review with the participants the limits of that confidentiality. See APA Ethical Principles of Psychologists and Code of Conduct 4.07.

### **15. Disclaimer to Attendees *(If deemed necessary)***

Workshop participants should be informed if a presentation may be particularly stressful or upsetting at the beginning of the program or in the promotional materials, as deemed appropriate by the program sponsor.

### **16. Americans with Disabilities Act - Accessibility of Venue: NJPA Central Office will provide**

All CE Programs must be accessible to individuals with disabilities, according to the requirements of the Americans with Disabilities Act. The applicant must provide a statement about accommodations for Disabilities and this information will be included on all promotional materials.

### **17. Signature of Program Liaison and Presenter**

The applicant shall develop all printed promotional materials (e.g. flyer or brochure) and will submit along with the Application for review and approval. Any additional materials required by the presenter or liaison must be provided for approval to NJPA prior to its being printed or distributed. Program promotional materials shall not be distributed before approved. Submitted application does not guarantee approval.

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### 18. Additional Information

#### For NJPA Applicants ONLY

If applicable: Please provide AUDIO-VISUAL EQUIPMENT REQUIREMENTS

Please note: You must bring your computer and adapter for any Power Point Presentations

LCD/Power Point Projector (computer not included)

Flip chart/markers

Overhead projector/screen

Whiteboard/blackboard

Podium w/ Microphone

Easel

To ensure a quality presentation, please follow this link: <https://tinyurl.com/Presenter-Tips>

#### Outside Groups CE Co-Sponsorship Fees

- 1-4 Workshops per Application - \$350
- 5-9 Workshops/Application - \$750
- 10-15 Workshops/Application - \$1,000

*The administrative flat fee and the feasibility of co-sponsorship for more than 15 programs per year will be discussed and up for approval by the Committee on Continuing Education Affairs.*

### 19. Signature of Program Liaison and Presenter

By signing this form, you agree to adhere to the above stated submission criteria and verify that you have provided and discussed these requirements and the implementation of these requirements with the program instructor, presenter, or liaison.

Name (print): \_\_\_\_\_

Title; Degree: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Please submit to: <mailto:njpaad@psychologynj.org> or send hard copy to:

Ana DeMeo, NJPA CE/Event Manager

414 Eagle Rock Avenue,

Suite 211, West Orange, NJ 07052

Phone: (973) 243-9800

Fax: (973) 243-9818

Email: [njpaad@psychologyNJ.org](mailto:njpaad@psychologyNJ.org)

## ATTACHMENT A - Sample Promotional Flyer

**Title of Program**

**Date of Program**

**Venue Address**

**Activity Schedule** (Example - Registration and Breakfast 8:00 AM-8:30 AM Program 8:30 AM -9:30 AM)

One (1) **Continuing Education Credit Available**

**List of Presenters and Professional Credentials** – (relevant professional degree, current professional position, license number and area of expertise)

### **Program Narrative**

Example - This program will be covering newly enacted law New Jersey P.L.2017.c117, authorizing health care providers to engage in telemedicine and telepsychology. The instruction will be on the exact language of the law, how this will impact psychologists within New Jersey, and the current state of the regulatory language based on information from the NJ Board of Psychological Examiners.

### **Learning Objectives** – At least Three Examples

1. Accurately analyze four ways telepsychology can be integrated into your psychotherapy practice and measured by personal self-assessment.
2. Recognize the six key aspects of the New Jersey telepsychology law (i.e., what telepsychology is, who can perform services, how and when services can be provided, informed consent, appropriate professional relationship, and confidentiality) as measured by self-assessment.
3. Implement the six key provisions of the NJ telepsychology law to practice issues, such as informed consent, assessment, documentation, medical records review, and security as measured by application to a professional case.

**Target Audience:** Example - Psychologists

**Program sophistication:** Example – Introductory, no prior knowledge of the specific topic is required

**Identification of Conflicts of Interest and Commercial Support** – None

**Proprietary Information** - NJPA ensures that permission to use proprietary information, and steps to safeguard such information, are discussed with presenters at NJPA co-sponsored programs. No materials (physical or electronic) provided to attendees at such programs may be shared.

**Americans with Disabilities Act accommodations are available upon request.** Requests must be made at least 14 days prior to the event. Please contact (X) for more details.

Cost of Program, Refund Policy, and Any Additional Fees such as certificate **fees must be included.**

***This workshop is sponsored by NJPA. NJPA is approved by the American Psychological Association to offer continuing education for psychologists. NJPA maintains responsibility for this program and its content.***