



## NJPA Co-Sponsorship Criteria Check List

Submit Online Form to **NJPA AT LEAST 60 DAYS PRIOR** to the event/program date

### Check List

- Program Application must be submitted at least 60 days before the program date**
- Contact Information**
- Program Title/Date/Time**
- Presenter Name(s)**
- Identification of Type of Activity:**
  - **Workshop**
  - **Lecture Series**
  - **Conference**
  - **Session**
- Identification of Number of Continuing Education Credits Requested**
- Identification of Program Level of Learning Beyond the completion of Doctoral Degree**
  - **Introductory**
  - **Intermediary**
  - **Advanced**
- Identification of Target Audience**
- Program Narrative**
- Learning Objectives**
- Evidence of Involvement of Psychologist**
- Instructor Curriculum Vitae**
- Evidence-Based Approach**
- References in APA Format (at least 3 in the last 10 years)**
- Diversity Requirements**
  - **Diversity references:** APA requires that CE programs address diversity issues or discuss the absence of literature about this issue. **Presenters are expected to engage in a search for literature on how diversity impacts their program.** [Click here](#) to review a link on diversity research.
  - For clinical presentations: What client populations have presenter(s) worked with? Specify (e.g. race, gender, age, religion, sexual orientation, SES, ability status, immigrant, ethnicity, language, other).
  - For research presentations: What populations is research based on? Specify (e.g. race, gender, age, religion, sexual orientation, SES, ability status, immigrant, ethnicity, language, other).
  - For presentations focused on ethical or legal standards: Address how standards can be perceived differently and impact different populations.
- 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/Flyer**
- Additional information**
- Signature**