

AzPA CE Committee POLICIES AND PROCEDURES

The AzPA CE Committee is responsible for reviewing and approving Continuing Education programs presented by AzPA as well as other affiliate and non-affiliate organizations. The criteria by which the Committee approves programs is set by the American Psychological Association. AzPA is approved by APA to grant CE credit. This accreditation is on a four year cycle and is up for review in 2025.

In August of each year the CE Committee submits an annual report to APA. This is reviewed in depth and used to monitor AzPA's accreditation. This report contains information about each program that was approved by AzPA's CE Committee over the previous year, including the number of participants who were psychologists and non-psychologists.

To view the full requirements, visit https://azpa.org/CE_Approval.

Please contact CE Chair and Committee about the following:

- Changes to process of awarding CE certificates
- Presentation topic or speaker ideas
 - Other committees can put on a CE event but need to confer with the CE Committee regarding credit approval through the use of the AzPA Speaker Agreement (*See section CE Credit Approval Process*)
- Questions about APA standards of CE accreditation

CE Credit Approval Process (Steps taken to approve credits for a CE event)

- Contact the AzPA Coordinator about CE program being planned.
- The Coordinator will send Speaker Agreement to be filled out and returned with appropriate fee. Please refer to the [AzPA Fees & Guidelines](#).
- Agreement will be presented to CE Committee within 60 days of receipt.
 - *CE meetings are held 2nd Friday of each month.*
- Committee will review Speaker Agreement and program content to determine compliance with current APA Standards and Criteria.
- The Coordinator will relay the Committee's notes to speaker or organizer.

Questions?

- Please submit any questions regarding the CE Committee, its processes or CE programs to the AzPA Coordinator.
- The Coordinator will relay questions to the CE Chair.
- If needed, the Chair will bring the question to the full Committee to discuss for a formal response.
- The Coordinator will relay response back to the contact.

Current Chair: [Lesley Manson, Psy.D.](#)

Current Coordinator: Jessica Painter, jessica@azpa.org, 480-675-9477

Approved by Committee: October 12, 2018

Revised by Committee: September 13, 2019