



## Arizona Psychological Association Continuing Education Fees and Guidelines

### Fees

- The Arizona Psychological Association assesses a non-refundable fee for co-sponsoring continuing education programs. The fees are as follows:
  - Single Day Workshop - \$150.00
  - Multi Day Workshop (same topic throughout) - \$250/two days, \$50 each additional day
    - One application may be submitted but the learning objectives for each day must be clearly stated and at least 3 references per day must be provided
  - Conference – \$400 per day
    - One CE application must be submitted **per session**

**Applications received less than 60 days prior to the event will be assessed an additional \$100 fee. Applications received less than 15 days prior to the event will not be accepted without prior written consent.**

- In addition to the application fee, there is a \$15.00/participant charge for AzPA to issue Continuing Education certificates to the participants. Continuing Education certificates will not be prepared until the fees are received by AzPA.
- Homestudy CE certificates will not be prepared until post-test exam with 80% or above passing is provided. For more information about the homestudy CE requirements, please see guidelines 10 and 11 below.
- If a sponsoring association establishes a discounted registration fee for its members to attend the program, AzPA expects the same discount to be made available to AzPA members.

### General Guidelines

1. The proposed program must be planned, coordinated, administered, and evaluated in terms of specific learning objectives and designed for a defined group of psychologists or other professionals. Learning objectives should be expressed in **observable, measurable, and behavioral** terms with the specific outcomes expected of each objective clearly stated.
2. Contact with AzPA in the early stages of planning (at least 90 days before the event is scheduled) is encouraged. Programs must be submitted to the committee for review/approval prior to the publication of the brochure for the event. The AzPA Continuing Education Coordinator can be of assistance.
3. A format that includes active learner participation is preferred.
4. For in-person events audio-visual materials must relate to the program design and not be the sole or primary content.
5. Faculty/instructors of co-sponsored programs are expected to be recognized professionals or experts from the fields of psychology. Additionally programs (including but not limited to) from the fields medicine, social work, behavioral science, law, nursing, and counseling may also be considered. A recognized professional is readily identifiable as competent in the subject of the continuing education by having an advanced degree, teaching experience, work history, published professional articles, or previously presented continuing education on the same subject.
6. Facilities, materials and online learning management systems must be chosen with consideration of sensitivity to and compliance with ethical principles of non-discrimination, individual differences, and confidentiality. Facilities and programs must be accessible for persons with disabilities.
7. Program activities that are potentially stressful or upsetting to participants must be so clarified prior to participant enrollment or attendance. Similarly, if confidential material is to be presented, a statement to that effect, including the limits of confidentiality, must be made at the beginning of the program.
8. Evaluation of the program by participants and faculty must be planned and administered by the program designers of the organization applying for co-sponsorship. The purpose of evaluation is to assist program planners in determining how well the program met its objectives and what improvements, if any, could be made in the educational design of future offerings. AzPA will provide an evaluation template.
9. The initiating organization is responsible to document attendance of participants by attendance rosters or sign-in sheets. Psychologists and other participants are expected to maintain their own records of CE activities. AzPA

retains office records of all CE events offered or co-sponsored for a period of only five years after the date of the program.

10. Homestudy programs must ensure participants complete a registration inclusive of license number (if applicable) and personal identification information. In addition, participants using web-based learning must enter the learning management system through use of an individualized identification log-in and password. Homestudy programs must create a post-program quiz of at least 10 questions which participants who receive credit must complete with at least 80% passing score. The quiz must be submitted to the CE Committee at the time of application.
11. Homestudy programs must ensure they have 1 hour of learning activities per 1 hour of CE credit offered.
12. AzPA **strongly** encourages you to keep a copy of your submitted application.

### **AzPA Code of Conduct**

All participants of Arizona Psychological Association (AzPA) events and programs must agree to follow a Code of Conduct:

#### **Expected Behavior**

- Be considerate and respectful of other guests, presenters and staff.
- Refrain from demeaning, discriminatory and/or harassing behavior and speech.

#### **Consequences of Unacceptable Behavior**

Unacceptable behavior will not be tolerated. Anyone asked to stop unacceptable behavior is expected to comply at once. If a participant engages in unacceptable behavior, AzPA may take action deemed appropriate, including expulsion from the event. Refunds may be requested following expulsion.