

Continuing Education Committee Handbook

Purpose: Maintain five-year American Psychological Association (APA) accreditation as a CE sponsor and apply for annual accreditation as CEU sponsor from the National Association of Social Workers (NASW) as necessary. Plan, organize and implement the procedures for selection of CE sponsored programs for the annual ACPA Convention. Facilitate the process through which members who are licensed attain continuing education credits for attending convention programs.

NB: Currently CCAPS is not offering CEs for social workers given the lack of demand over the past few years; the activities below should be understood as guidelines in case this changes and NASW CEs are again offered.

Action Activities:

Prior to convention

- Obtain selected programs from the general list of programs accepted for the annual ACPA convention and designated as requesting consideration for CE sponsorship. Obtain programs also from CCAPS Program Committee Chair or CCAPS Chairperson.
- Organize CE Committee members and recruit volunteers (including at least one social worker) to review programs.
- Evaluate these programs for approval for continuing education credits using standards developed by APA and NASW.
- Create CE-related forms and make CE packets for distribution at the convention.

At the Convention

- Recruit volunteers to distribute CE packets and collect evaluations at each continuing education program during the convention.

After the Convention

- Create and send reports for NASW and APA reflecting convention activities
- Certify the forms completed by social workers who attended the convention and send forms to NASW and certificates of completion to the social workers.
- Each CE Chair transfers all records to the incoming chair at the end of his or her term. These include applications for sponsorship, summary reports, and renewals for APA and NASW, identifying information and curriculum vitae for presenters at any CCAPS sponsored conferences, as well as attendance sheets and evaluations of participants at any CCAPS sponsored conference. APA requires that records are maintained for 5 years and NASW for six years.

Every Five Years

- Complete Application Form for Sponsors of Continuing Education Programs for Psychologists” to apply for re-accreditation from APA.

Continuing Education Committee Timeline

At Convention

- Solicit volunteers to guide workshop attendees through CE process and distribute CE packets to volunteers.
- Solicit volunteer reviewers for next year's convention
- Have LPC CE forms available at commission meetings (provided by ACPA National Office and available from them at convention)
- Meet with committee during convention to develop goals with action plan and budget

April

- Submit post-convention report to NASW
- Review and confirm requests from social work attendees for NASW-approved credits.
- Send NASW Certificates of Attendance to attendees who qualify.

May

- Submit goals, action plans, and proposed budget to Commission Chair

June

- Send letter to presenters with feedback from their sessions
- Send information from question #5 on evaluation forms (regarding Interest in future presentations) to CCAPS Program Committee Chair

July

- Prepare annual APA report regarding CCAPS conference CE activities
- Contact Convention Program Chair to begin establishing a liaison relationship

August

- Submit APA Continuing Education Activity Summary and annual fee (\$485) to the Continuing Education Sponsor Approval System. The fee is paid by ACPA IO, and they should be contacted in order to remind them that the expense will be sent to them and covered out of the ACPA General Budget (not the CCAPS budget). Takisha Adams, 202-336-5988 is the current point of contact for the Sponsor Approval Process. Additional information can be found at: <http://www.apa.org/ed/sponsor/index.aspx> as well as Appendix 9.
- *Note: In 2017, an application and fee (\$365) for reaccreditation will also need to be submitted along with the activity summary and annual fee (\$485).*

October

- Contact Eleanor Mower (Associate Executive Director) at ACPA National Office

- to find out when programs will be available for review by CE Committee
- Solicit reviewers by sending email to Directorate and CCAPS list serves requesting volunteers

End of October and Early November

- Submit CE reviewers' names and e-mails to Patricia "Tricia" Fechter (Director of Professional Development pfechter@acpa.nche.edu) or whoever ACPA may designate as the current contact to grant CE reviewers access to CDMS (program review system).

December

- Begin and complete review process for CE programs
- Confirm the division of tasks (e.g. creating CE packets, requesting vitas) with committee members.
- Submit CE Approval Fee to NASWCE Approval Program (see Appendix 8 for information on downloading the application)

January

- Send letter to presenters of CE programs to inform them they have been selected for CE sponsorship and request their vitas.
- Submit application for CE approval to National Association of Social Worker CE Approval Program, if CCAPS resumes offering Social Work CEs. See the NASW Continuing Education Approval Guidelines for additional information: <http://www.naswdc.org/ce/approval/CEGuidelines2010.pdf>.
- Coordinate publicity of CE Committee activities and needs by contacting Chairs of Newsletter and Webpage committees.

February-March (convention preparation)

- Create CE packets
- Submit the slate of CE-approved programs to the Publicity Committee Chair.
- Contact Eleanor Mower (Associate Executive Director) at ACPA National Office or, if available, check Convention website to find any CE-sponsored programs that have been cancelled.

*Throughout the year, CCAPS may sponsor continuing education credits for other organizations. Please see CCAPS Co-Sponsorship agreement for additional information.

Appendix 1: Sample Invitation to ACPA Commissions Regarding CE Programs

August 20, 2010

Dear ACPA Commissions:

The Commission for Counseling and Psychological Services (CCAPS) consistently offers excellent programming to its members and to ACPA members at large on a variety of issues that are important for student affairs professionals. Typically, programming focuses on emerging critical issues that impact counseling centers and the larger university community. CCAPS programming often focuses on ways to help the individual student while also keeping in mind the larger university context and how the two may interact. Additionally, programming has focused on diversity issues broadly defined, including programs focused on issues such as: race/ethnicity, age, religion/spirituality, social class, body size/shape, sexual orientation, and gender identity. Recent topics have included: addressing mental health issues on campus and working with student affairs administrators to address campus safety, student suicide, and student wellness issues. These programs have consistently been of a high quality and well-received by ACPA members. Because of these programs, ACPA mental health professionals are able to receive many of their required Continuing Education (CE's) credits to fulfill their state's requirements for approved educational training to further their skills and keep them abreast of the latest developments in their fields.

There are specific guidelines for programs that must be met in order to grant these CE's and CCAPS programming consistently meets and surpasses these guidelines so that members are able to meet their licensure requirements with high-quality programming. We welcome all submissions and encourage you to have your program evaluated for CE sponsorship. We encourage you to select **YES** to the question "Is this program psychological in nature so that it can be considered for CE's?" on the Call for Programs website. The CCAPS CE committee will evaluate the program and the presenters will be contacted in January if their program meets the criteria. The CE Committee reviewers follow the principles outlined in APA's Standards and Criteria for Approval of Sponsors of Continuing Education for Psychologists. Programs eligible for continuing education units must have clear behavioral learning objectives.

Strategies for writing learning objectives are detailed at <http://www.apa.org/ed/sponsor/about/faq/objectives.pdf>. Some sample objectives include: *identify relevant ethical codes associated with research, clinical or academic supervision with students; negotiate the regulatory and ethical information regarding publication and grant writing with colleagues or students.*

Many programs meet these criteria, so even if you don't think your program will qualify, please submit it for consideration and the additional honor of your program meeting Continuing Education Credit approval. Please contact the CCAPS CE Chair, Joy Stephens, Ph.D., at jstephens@towson.edu.

Thank you!

Jane M. Bost, Ph.D.
CCAPS Chair 2010-2011

CE INFORMATION FOR PSYCHOLOGISTS

<http://www.apa.org/ed/sponsor/about/standards/manual.pdf>

APA Policy and Procedures Manual

Appendix 2: Psychologists Evaluation

ACPA – College Student Educators International Commission for Counseling & Psychological Services

PARTICIPANT SATISFACTION EVALUATION FORM

FOR CE CREDITS FOR PSYCHOLOGISTS

ACPA Commission for Counseling and Psychological Services is approved by the American Psychological Association to sponsor continuing education for psychologists. The Commission maintains responsibility for this program and its content.

To obtain CE credit for this presentation, you must return this form to the session presenter at the conclusion of the program. Also, you must have signed the attendance sheet for this presentation, and attended the program in its entirety.

Program Name:

1. How would you rate the quality of instruction and teaching ability?

Excellent Very Good Good Fair Poor

2. How would you rate the instructor(s) level of knowledge and expertise?

Excellent Very Good Good Fair Poor

3. How would you rate the adequacy of the physical facilities?

Excellent Very Good Good Fair Poor

4. How would you rate the usefulness of the program content for meeting each of the program's stated educational objectives?

(a)

Excellent Very Good Good Fair Poor

(b)

Excellent Very Good Good Fair Poor

5. Do you have any suggestions for topics or programs for the next conference?

Appendix 5: Grievance Policy for Psychologists

Commission for Counseling and Psychological Services CE Grievance Policy

Commission of Counseling and Psychological Services (CCAPS) of ACPA is fully committed to conducting all activities in strict conformance with the American Psychological Association's Ethical Principles of Psychologists. CCAPS will comply with all legal and ethical responsibilities to be non-discriminatory in promotional activities, program content and the treatment of program participants. The monitoring and assessment of compliance with these standards will be the responsibility of the Director of Continuing Education in consultation with the members of the Continuing Education Committee and the Commission Directorate.

When a grievance arises pertaining to continuing education programs or processes, the complainant is expected to notify the Director of Continuing Education either by phone or writing as soon as possible, so that the nature of the concern may be addressed in a timely fashion. The Chairperson of Continuing Education for CCAPS is

The Director of Continuing Education will bring the complaint to the Continuing Education Committee within one month. All possible care will be taken to uphold the confidentiality of the complainant. The Committee will formulate a response to the complaint and recommend necessary action if necessary, which will be conveyed directly to the complainant. For example, a grievance concerning a speaker will be conveyed to that speaker and also to those planning future educational programs. A grievance concerning a workshop offering, content, facilities or costs may be resolved by modifications to future offerings, and/or by providing a partial or full refund to the complainant, or an alternative opportunity should that be possible.

If the grievance cannot be resolved by the above plan, the complainant will be advised in writing that he/she is encouraged to present the complainant to the Executive Board of CCAPS. The Chair is: The complainant will receive a copy of the by-laws of CCAPS, and will be invited to meet with the Directorate at one of its regular meetings to clarify concerns and arrive at a resolution. The Directorate will seek counsel from the American Psychological Association in reference to any complaint that is not resolved at this stage of the procedure.

Confidential records of all grievances, the process of resolving the grievance and the outcome will be kept in the locked files of the Director of Continuing Education. A copy of the Grievance Procedure is available upon request.

CE INFORMATION FOR SOCIAL WORKERS

Appendix 6: Social Worker Policy

Procedure for Receiving CE Credit as a Social Worker

At each individual program:

- Sign the general attendance form as it is passed around the audience
- Complete the program specific evaluation form and return it to the person collecting the evaluations at that specific program. Make sure a check has been placed beside “social worker” on their program specific evaluation (same evaluation form psychologists use).
- A separate sign-in sheet is required for social workers. This sheet is to be taken to all CE approved convention programs that are attended. Presenters or CCAPS CE Representatives need to sign the form to verify your sign-in/sign-out times for each individual program. CCAPS CE Representatives should have these forms available at each program, although you will only need one to carry with you throughout the convention
- A general convention evaluation form also needs to be completed. CCAPS CE Representatives should have a copy of the general convention evaluation at each program, although you only need to complete one of these for the entire convention. Be aware that these evaluations look similar to the program specific evaluations but focus on the convention in general. Signatures and contact information are required on the general convention evaluation in order to receive CE credit.

After attending all of the convention programs that you will be attending:

- Make certain that the CCAPS CE Coordinator receives the following items:
 1. Completed evaluations for each individual program (give to CCAPS CE representative after each program and it will be included in the packet with all evaluations which will be returned to the CE Coordinator by the CCAPS CE representative)
 2. General evaluation form for the entire convention with signature and contact information
 3. Your signed and completed attendance form listing attendance at each program and verification of attendance via presenter or CE representative signatures
- The general evaluation form and your attendance form can be returned to the CCAPS CE Coordinator in two ways:
 - a) Return forms to the CCAPS CE coordinator by. The packets can be dropped off at the front desk for:

--OR --
 - b) After, forms must be mailed to the following address:

PLEASE NOTE: CE information from social workers MUST be received by the CE coordinator no later than two weeks after the conference has ended to ensure proper credit is received. Information received after this date will be forwarded to NASW, however proper credit for CE attendance cannot be guaranteed past this deadline. You will receive CE credit in the amount reflected by the clock hours of programming that you have attended during convention. The maximum amount of CE credit is __ hours for the entire convention.

Appendix 7: Social Worker Evaluation

**AMERICAN COLLEGE PERSONNEL ASSOCIATION
Commission for Counseling & Psychological Services**

PARTICIPANT SATISFACTION EVALUATION FORM

FOR CE CREDITS FOR SOCIAL WORKERS

This program has been approved by the National Association of Social Workers (provider # 886437824) for a maximum of ___ continuing education contact hours. Partial continuing education credit will be given to those attending less than the full four day convention according to the hours of programming attended on attendance sheet.

To obtain CE credit for this presentation, you must return this form to the continuing education coordinator at the conclusion of the convention. Also, you must have signed the attendance sheets for each presentation and attended the programs in their entirety.

Program Name:

1. How would you rate the quality of instruction and teaching ability?

___Excellent ___Very Good ___Good ___Fair ___Poor

2. How would you rate the instructor(s) level of knowledge and expertise?

___Excellent ___Very Good ___Good ___Fair ___Poor

3. How would you rate the adequacy of the physical facilities?

___Excellent ___Very Good ___Good ___Fair ___Poor

4. How would you rate the usefulness of the program content for meeting each of the program's stated educational objectives?

(a)

___Excellent ___Very Good ___Good ___Fair ___Poor

(b)

___Excellent ___Very Good ___Good ___Fair ___Poor

5. Do you have any suggestions for topics or programs for the next conference?

PLEASE CONTINUE ON THE BACK

Registration and Contact Information for Social Workers Requiring CE Credit

<i>Participant Name</i>		
<i>Home Street Address</i>		
<i>City</i>	<i>State</i>	<i>Zip</i>
<i>Home Phone</i>	<i>Home E-mail</i>	
<i>Business Address (Organization Name)</i>		
<i>Business Street Address</i>		
<i>City</i>	<i>State</i>	<i>Zip</i>
<i>Business Phone</i>	<i>Business E-mail</i>	<i>Business Fax</i>
<i>The Sponsoring Organization must complete the bottom portion of this form</i>		
<i>Full Title of Program Attended</i>		
<i>Location—City</i>	<i>State</i>	
<i>Sponsoring Organization</i>	<i>Date of Event</i>	
<i>Number of Contact Hours Earned by Participant</i>		
<p><i>I certify that this participant has completed the CE programs and Contact Hours listed above</i></p>		
Signature _____ Organization Title _____		

Appendix 8: Attendance Log for Social Workers

SIGN IN AND SIGN OUT SHEET FOR NASW CONTINUING EDUCATION APPROVAL

Name of Sponsoring Organization		
Name of Continuing Education Program		
Name of CE Staff Person Totaling Hours for Participants		Signature of CE Staff Person that Totaled Participant Hours
Location of Program	Instructor	Dates

<i>Participant Name</i>		
<i>Contact Address</i>		
<i>City</i>	<i>State</i>	<i>Zip</i>
<i>Work Phone</i>	<i>Home E-mail</i>	
<i>NASW Member? – Yes/No</i>		
<i>State of Social Work License</i>		
<i>License Number</i>		

Program Title/Date	Sign-In Time	Sign-Out Time	Signature of CE Representative or Program Presenter

CE INFORMATION FOR LICENSED COUNSELORS

<http://www.nbcc.org/continuingEducation/Default.aspx>

National Board for Certified Counselors (NBCC)
Continuing Education Policies and Procedures

Appendix 9: NBCC Approved Provider Information

American College Personnel Assn (ACPA)

ProviderID: 5516

1 Dupont Circle, NW

Suite 300

Washington

District of Columbia 20036-1118

(202)835-2272

<http://www.myacpa.org>

Organization: American College Personnel Assn (ACPA)

Last Name: Skinner Jackson

First Name: Jacqueline

Address: 1 Dupont Circle, NW Address 2: Suite 300

City: Washington

State: District of Columbia Zip: 20036-1118

Phone: (202)835-2272

Web Page: <http://www.myacpa.org>

Email: js@acpa.nche.edu

Appendix 10: Contact Hour Monitoring Form FOR NBCC

Appendix 11: Sample Follow-Up Email to ACPA Presenters

From: Damer, Diana
Sent: Sunday, April 10, 2011 5:46 PM
To: 'kmyers11@slu.edu'
Subject: Follow Up to CE Presentation at ACPA

Dear Dr. Myers,

Thank you so much for your contribution to the Continuing Education opportunities at the 2011 American College Personnel Association Convention. We would like to post your presentation on the Commission on Counseling and Psychological Services (CCAPS) website so that attendees can access the handouts or slides and colleagues who were not able to attend the presentation can benefit from your innovation and expertise. If you are willing to make your materials available, please send them to me at ddamer@austin.utexas.edu.

On another note, please consider submitting a short article about your presentation for our post-convention newsletter. We would love to be able to share “A Disability Identity Development Model” and “Communication Preferences for College Students with Visual Disabilities” with our readership!

Best,

Diana Damer
on behalf of the Commission on Counseling and Psychological Services (CCAPS)
Newsletter and CE Committees

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