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CONTINUING EDUCATION COURSE APPLICATION

For C.E. Committee Programs or Committee-Related Programs designed to provide C.E. Credits.

PRESENTERS: PLEASE READ

The Continuing Education Committee wants to help you to prepare a submission that is correct and complete and avoids the necessity for revision and/or supplementation. LACPA is approved by the American Psychological Association (APA) to sponsor continuing education for psychologists and maintains responsibility for the program and its contents. Therefore, the information we require must be provided in full via email.

A. COURSE TITLE (10 words or less):

B. DATE OF PRESENTATION:

C. TOTAL HOURS:

D. TOTAL INSTRUCTIONAL TIME: _____ to _____

E. LOCATION

(in-person, Zoom, or Hybrid):

F. COURSE LEVEL (choose only one):

Intermediate (useful for psychologists with limited experience in the field)

Advanced (useful for psychologists with extensive experience in the field)

G. TARGET AUDIENCE (check all that apply):

Licensed Psychologist

MFT/LCSW

Other Non-Mental Health Professional

H. INSTRUCTOR INFORMATION:

There is a maximum of **two presenters** and **one moderator** per session.

If there is more than one presenter, we need each presenter complete **Sections H, I & K**.

Please identify below which presenter is to be the primary instructor or moderator as necessary. LACPA will correspond with only the primary instructor. Additional presenter or moderator can fill out information found in Appendix 1.

Please complete the following Sections

Primary Instructor Name and Degree:

Address (street and suite #):

City/State/Zip Code:

Office Phone:

Cell Phone:

Email:

Secondary Instructor Name and Degree:

Moderator Name and Degree:

I. COMPLIANCE WITH APA STANDARDS:

Read and verify that your presentation will be in compliance with these APA standards by placing **your initials NOT AN X** next to the following statements:

1. Contribution to practice, theory or research: Course material will be up-to-date and accurate and will make a clear contribution to clinical practice, clinical theory, or psychological research. The program should provide post-doctoral psychologists with an opportunity to improve their knowledge and skills.

YES, I have read this and my (our) presentation will be in compliance with this APA standard.

Initial

2. Attention to Accuracy, Utility, and Security of Materials Presented: APA requires that each CE presentation includes statements by instructors that describe the accuracy and utility of the materials presented, the basis of such statements, the limitations of the content being taught, and the severe and most common risks. APA also requires that you protect the security of any tests and proprietary information you use in your presentation.

YES, I have read this and my (our) presentation will be in compliance with this APA standard.

Initial

3. Ethics: Course materials and presentation will comply with the American Psychological

Association's Ethical Principles of Psychologists and Code of Conduct, which includes protecting the confidentiality and identity of any individuals or organizations discussed and the confidentiality of attendees who may reveal personal information and other participants involved in you presentation.

YES, I have read this and my (our) presentation will be in compliance with this APA standard.

Initial

4. Diversity: APA requires that instructors' presentations respect cultural, individual, and role differences, including those based on age, gender, gender identity, race, ethnicity, culture, national origin, religion, sexual orientation, disability, language and socioeconomic status.

YES, I have read this and my (our) presentation will be in compliance with this APA standard.

Initial

5. Confidentiality: Instructional materials and participant disclosure will remain confidential. Please remind your audience to keep any identifiable information confidential. Examples of identifiable information might be role plays or video clips.

YES, I have read this and my (our) presentation will be in compliance with this APA standard.

Initial

6. Audio/Video Taping: Audio/Video taping of this presentation by/for the presenter is not permitted.

YES, I have read this and my (our) presentation will be in compliance with this APA standard.

Initial

7. Disclosure of Commercial Support for the Speaker(s)/Presentation: Presenters must disclose any known commercial support for CE programs or instructors, or any relationship that could be reasonably construed as a conflict of interest.

YES, I have read this and declare that there is no commercial support for this presentation and that there are no situations or relationships for me or other presenters that could be construed as a conflict of interest.

Initial

OR

YES, I have read this and disclose the following commercial support or situations or relationships for me, other presenters, or this presentation that could be construed as a possible conflict of interest.

Initial

Please briefly describe the possible conflicts of interest below, if any.

J. PLEASE ENCLOSE THE FOLLOWING INFORMATION OR DOCUMENTS WITH YOUR APPLICATION, ALL OF WHICH COMPRISES YOUR SYLLABUS:

1. **Abstract: (maximum 50 words):** This is a synopsis of the reasons this presentation is important, the purpose of your presentation, and/or findings or main points of your presentation, similar to what would appear as an abstract in an APA journal or the brief abstracts that appear in a list of course offerings. The abstract is provided to quickly tell potential attendees what this course is about and why they may want to take it.

2. Course Goals and Educational Objectives: Read this carefully.

This details what the attendees will be able to do by the end of the program. You must use the following format. Under the heading below **Attendees will be able to:** list the goals. Use 'I' verbs that make the goals measurable such as describe, define, list, name, perform, explain, utilize, write, compute, predict, discuss, apply, demonstrate, prepare, analyze, design, select, compile, assess, compare, rate, critique, etc. by the end of the presentation. Avoid verbs such as know, understand, learn, appreciate, become aware of, become familiar with, etc. **For a one-to-two hour presentation, there should only be 2 to 3 goals/objectives. For a four-to-six hour program, 3 to 4 goals/objectives. Attendees will be able to:**

3. Course Outline: Read carefully: This should be in true outline form and must include the amount of time devoted to each topic you will cover. Please plan for an approximate three (3) minute opening introduction by a LACPA representative. Also be sure to allow enough time throughout your presentation, or at particular points, for Q & A with the attendees and include this time in your outline if you intend to have a separate Q & A period. **Breaks and lunch are not** counted as presentation time. Refer to Appendix A for additional guidance on learning objectives.

4. References: Please list references that substantiate the material upon which your program will be based. These must be articles that show that your program content has obtained credibility, as demonstrated by the involvement of the broader psychological practice, education, and science communities in studying or applying the findings, procedures practices, or theoretical concepts.

A minimum of five (5) peer-reviewed journal articles written within the past ten years as required for APA sponsorship; book chapters, dissertations, or personal communications from experts in the field that show support for the material covered in your presentation are acceptable once this minimum is met.

K. WE NEED YOU TO SUBMIT THE FOLLOWING:

1. Vitae*: Attach a CV for each presenter

2. Brief Bio*(approximately 60 words): Please write a brief biography for each presenter: This is a very brief bio as you would like it to appear in a program brochure – e.g., your title, degree, positions, where you work, population you work with, etc. - a very brief mention of publications (most recent one, or general statement of the kinds of work you publish).

3. Photograph*: Please email a current head shot photo of each presenter to our office (lacpa1@gmail.com) for use in our advertising. (A jpg file is required; at least 266 dpi or highest resolution of original will work best, B&W or color photo.)

L. HANDOUTS:

Do you propose to use handouts as part of your presentation? **Yes** **No**

If yes, check one (or both) of the alternatives below:

I will send a link or PDF master copy via email to the LACPA office 10 days before my presentation. These will be sent out with the final program confirmation.

For in person events only. I will make copies of my handouts. LACPA does not print or reimburse for printed handouts. We will let you know how many to print 10 days before your presentation.

If any material you plan to use in your handouts is under copyright protection, please be sure to include a copy of the "Permission to Reprint and Distribute" from the copyright holder with your master copy.

M. AUDIO/VISUAL NEEDS FOR IN-PERSON PRESENTATION:

If you have any questions regarding types of audio visual formats please contact the office directly.

Check what AV equipment you will need below.

LACPA does not supply laptops

LCD projector with screen

No A/V needed

LCD projector with screen & audio

White Board

What type of laptop will you use?

Apple

PC

N. AGREEMENT TO FILM:

Yes, I agree to allow LACPA to film my event for their online CE catalogue and plan to sign the LACPA Video/Film Permission Form agreement.

If yes, I understand that I will also be asked to provide a **CE post-test** that meets APA Standard E requirements.

No, I do not agree to allow LACPA to film my event for their online CE catalogue.

O. FOR ON-DEMAND RECORDING: IMPORTANT PLEASE READ

For the on-demand program recording we need to receive a post-test **as a Word Doc** with answer key, **no PDFs please**. These should be of a **multiple-choice option** with up to **four** answers per question at a post-doctoral level.

You can have no more than half True or False questions but please, no “All of the above” or “None of the above” answers.

Post-test Questions needed **6-8 questions per hour**.

1.5 hour presentation	9 - 12 questions
2 hour presentation	12 - 16 questions
3 hour presentation	18 - 24 questions
4 hour presentation	24 - 32 questions
5 hour presentation	30 - 40 questions
6 hour presentation	36 - 48 questions

P. CURRICULUM CONTENT:

Choose one of the following options below that best meets the content of the CE program:

1.1 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.

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

1.3 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 procedures.

Guidance for Writing Behavioral Learning Objectives

There are key components of well-written behavioral learning objectives that – when incorporated – allow for an optimal, articulated experience for learners. Consider using the below checklist when developing your objectives.

Are my learning objectives:

- **observable and measurable** (i.e., use action verbs that describe measurable behaviors)?
- statements that clearly describe what the learner will know or be able to do as a result of having attended an educational program or activity?
- focused on the learner?
- appropriate in breadth not too few or too many – e.g.,
 - 2-3 objectives for a one to three-hour program
 - 3-4 objectives for a four to six-hour program
- sufficient in depth (at the postdoctoral level for psychologists and clearly articulated – e.g., does the whole of the objective make sense and is it appropriate for CE)?
- fully linked to: (a) the program narrative, (b) adequate references that support content, & (c) are listed on promotional materials?

Verbs to consider when writing learning objectives

- ✓ list, describe, recite, write, identify
- ✓ compute, discuss, explain, predict
- ✓ apply, demonstrate, prepare, use

- ✓ analyze, design, select, utilize
- ✓ compile, create, plan, revise
- ✓ assess, compare, rate, critique

Verbs to avoid when writing learning objectives

- X know, understand
- X learn, appreciate
- X become aware of, become familiar with

Example of well-written learning objectives for a 4-hour CE session on hypnosis and pain:

At the end of this workshop, the learner will be able to:

1. Describe 3 key aspects of basic hypnosis theory and technique;
2. Explain differences between demonstrations of hypnotic technique and phenomena;
3. Identify 2 differences between acute and chronic pain; and
4. Demonstrate effective use of hypnosis in controlling acute pain.

Notes: For additional guidance on learning objectives, refer to the Standards and Criteria (Standard C, Educational and Technical Assistance). And, for further clarification on linking objectives, content, and promotional materials please refer to our “What Should I Know about Standard D?” resource.