



Society for
MILITARY PSYCHOLOGY
 ★ DIVISION 19 ★

**GUIDELINES FOR SUBMITTING CONTINUING EDUCATION APPLICATIONS TO
 DIVISION 19 VIA ITS DIVISION 19 CONTINUING EDUCATION COMMITTEE**

The Div. 19 Continuing Education Committee emphasizes two areas, described below:

Area 1: Preliminary Review of CE Applications

- a) Submission of the application using Appendix B. **Submit Appendix B in Microsoft Word (not pdf)**. Appendix B is required for each CE presentation. If the program is a conference or a symposium with multiple presentations and CE credits per presentation, Appendix B must be completed for *each* CE presentation.
- b) The instructor/presenter or individual coordinating the CE program must submit promotion/advertisement materials regarding the CE program (e.g., brochures, flyers, and announcements via internal emails). Promotional/advertisement materials must be submitted **in Microsoft Word (not pdf)** to allow members on the Div. 19 Continuing Education Committee to provide suggestions, if they are needed. Example of items in the promotion of the CE program include: title of the CE program, the number of CE credits provided, learning objectives, presenter(s), date, location. Appendix I includes all items required during the promotion of the CE program. The last items in Appendix I must be included in italics, namely, *“Division 19: Society for Military Psychology is approved by the American Psychological Association to sponsor continuing education for psychologists. Division 19 maintains responsibility for this program and its content.”*

Note 1: Multi-session, multi-disciplinary programs (e.g., conferences, symposia) may contain some content that is not relevant to psychology or is otherwise inappropriate as CE for psychologists. Please clearly indicate which sessions are available to psychologists for credit and which are not in **your promotional and program materials**.

Note 2: The brochure, announcement via emails, flyers promoting the program will be reviewed by the committee and provide recommendations to assure the information is in accord with APA Standard G (available via the following link: <https://apa.org/about/policy/approval-standards.pdf>).

- c) Submit with the application (Appendix B) the CV for all instructors (in separated attachment for each CV).

- d) During face-to-face CE programs, the presenter must distribute Appendix G, which deals with “guidelines for handling participant complaints.” In the case of webinar CE programs, Appendix G should be sent to each participant via their email address.
- e) Complete the “Statement” for Appendix A (Mechanism for Ensuring the Security of Tests and Proprietary Information) and send it in an attachment to the application. Please send Appendix A in **Microsoft Word** to allow members on Div. 19 CE Committee to provide suggestions/recommendations, if they are needed.

Area 2: Materials to Submit After the Completion of the CE Program:

- 1) **Appendix C:** Copy of all evaluations completed by participants in the program. The form (Appendix C) **provided** by the committee should be used.

Note: Before participants/attendees are given Appendix C, insert (type) verbatim in Appendix C learning objectives from Appendix B (the application).

- 2) **Appendix D:** Copy of the sign-in sheet (the form provided by the committee should be used).

Note 1: Use Appendix D1 for face-to-face (in person) CE programs. To ensure participants were present during the entire CE program, they should be asked to sign-**in** and then sign-**out** at the end of the presentation (i.e., repetition of Appendix D1).

Note 2: Use Appendix D2 for Webinar CE programs with information provided by participant during the registration process for a given CE program. To ensure participants attended the entire webinar, their access to the online program and its ending should be monitored by the individual coordinating the particular webinar.

- 3) **Appendix E:** Copy of all certification of attendance. The format (Appendix E) provided by the committee should be used. If the participant attended more than one CE presentations within the same CE program (e.g., a symposium), the participant should receive a certification of attendance for each individual CE presentation with all required information in Appendix E.
- 4) **Appendix F:** A summary of the results of the evaluation of the program. The sample format (Appendix F) provided by the committee should be used. Please send these results in **Microsoft Word (not pdf)** to allow members on the Div. 19 CE Committee to review the results and provide suggestions/comments (if they are needed). A general summary of results should be included in Appendix F.

All documents needed for applications to Div. 19 CE Committee can be found in:
<https://www.militarypsych.org/apa-division-19-continuing-education-committee.html>

Another way to get documents is by going to the Div. 19 website
<https://www.militarypsych.org/> and in “About” click on Committee chairs and find the name of the individual currently chairing the Div. 19 Continuing Education Committee (Div. 19

CEC), then click on  which takes you to the main page for Div. 19 CEC with all documents you need to successfully submit your CE program to Division 19 CEC.

Note: During the application process, additional details will be provided to assist the applicant with the submission of an application in response to the APA Standards and Criteria for Approval of Sponsors of Continuing Education for Psychologists (August 2015). The applicant is encouraged to visit the following site to review these Standards:
<https://apa.org/about/policy/approval-standards.pdf>

For additional clarification regarding this application process, please contact Dr. Freddy A. Paniagua at faguapan@aol.com.

Sincerely,

Freddy A. Paniagua, Ph.D.
Chair, Division 19 Continuing Education Committee
Nathan D. Ainspan, Ph.D., Member
Michelle A. Perry, Ph.D., Member

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