

GUIDELINES FOR SUBMITTING CE APPLICATIONS TO DIVISION 19 CE 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 (see attachment). **Submit Appendix B in MS Word (not pdf)**. Appendix B is required for each CE presentation in the overall CE program (i.e., 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 CE program must submit a general description regarding the promotion/advertisement of the program (e.g., brochures and announcements via internal emails, flyers). Provide an example of the promotion of the program. This example must be **submitted in “Words”** to allow the committee to provide suggestions if they are needed. At the minimum, the promotion should include: (1) title of the CE program, (2) the number of CE credits provided, (3) examples of learning objectives, (4) presenter(s), (5) date, (6) location, and (7) the following notes (in italics): *“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). They may be submitted in Word or pdf format.
- d) *During face-to-face CE programs, the presenter must distribute Appendix G, which deals with “guidelines for handling grievances.” In the case of webinar CE programs, Appendix G should be sent to each participant via their email address.*

Area 2: Materials to be Submitted after the Completion of the CE Program or Each Individual Program within the General CE Program:

- 1) A copy of all evaluations completed by each participant, using Appendix C.

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

2) A copy of the Certification of Attendance for each participant (see Appendix E1 and Appendix E2).

Note: Use Appendix E1 for face-to-face CE programs, and Appendix E2 for Webinar CE programs. Appendix E1 is completed and signed by the instructor/presenter. Appendix E2 is completed and signed by the coordinator of the program. *In both cases, the Certification of Attendance is provided only after he participant has returned either to the instructor (E1) or to the coordinator of the program (E2) the evaluation form (Appendix C).*

3) A copy of the sign-in-sheet (see Appendix D1 and Appendix D2). At the end of this form, report the number of psychologists (licensed psychologists and students in psychology) and the number of non-psychologists (e.g., social workers, psychiatrists, administrators of mental health services, etc.).

Note: Use Appendix D1 for face-to-face (in person) CE programs. Use Appendix D2 for Webinar CE programs with information provided by participant during the registration process for a given CE program (see Appendix D2 for an example).

4) Calculate the results of the evaluation of the program, following guidelines in Appendix F. Please send these results in **MS Word (not pdf)** to allow the chair of the committee to review such results. What you need to do is to calculate the % of participants responding either "strongly agree," "Yes," "Very little" and "Not useful" to items in Appendix C (this is page one in Appendix F). Then you go to the last page and just insert the % for space (_____) (this is for the narrative of the results).

5) In Appendix A1, provide a brief statement regarding the mechanism for ensuring the security of tests and proprietary information. Appendix A2 is an example for this brief statement. Appendix A should be completed and submitted after the completion of a given CE program.

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/>, then in "About" click on Committee chairs and find Dr. Paniagua, then click on  which takes you to the main page for Div. 19 CE Committee

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 Ainspan, Ph.D., Member
 Michelle Coombs, Ph.D., Member
 Yaron Rabinowitz, Ph.D., Member
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