

Westchester Center for Psychological Education

Chartered by the New York State Department of Education
Affiliated with the Westchester County Psychological Association, Inc.

CHECKLIST FOR ANNOUNCEMENTS

The APA and NYSED grants CE credit to programs/workshops that improve service to the public and enhance contributions to the profession. CE credits can only be offered for programs that fall into the categories below. If a program fits into one of these categories, in order to meet the APA and NYSED criteria for an appropriate Continuing Education Program, presenters must provide one of the following:

1. Presentations of established techniques, treatments, theories, etc.:

- Provide at least three citations for publications on the subject of the presentation.

2. Workshops/presentations of new therapeutic techniques/programs being utilized in clinical practice (but not yet receiving validation in the literature):

- Provide the organization, university, or research team implementing the technique.

3. Programs that educate participants about new guidelines, practice standards, laws, regulatory policies, or ethical standards in the field:

- Provide the source of the new standards and the relevant changes you intend to address in the program.

The information above should be supplied in the form of a list, brief statement, bullet points, citations, or document references. This is not intended to be a cumbersome task but to simply substantiate the importance, relevance, timeliness and/or legitimacy of the content of your presentation.

To receive CE credit, the program *must also* have appropriate behavioral learning objectives. Learning objectives, or learning outcomes, are 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.

Number of *required* learning objectives:

4 hour workshop: 3-4 Learning Objectives

5 hour workshop: 3-4 Learning Objectives

6 hour workshop: 4-5 Learning Objectives

7 hour workshop: 5-6 Learning Objectives

8 hour workshop: 5-6 Learning Objectives

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Learning objectives must be **observable and measurable**. They should (1) focus on the learner, (2) contain action verbs that describe measurable behaviors, and (3) relate the benefit to the consumer

Verbs to consider when writing learning objectives:

list, describe, recite, write
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:

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

Examples of well-written learning objectives:

This workshop is designed to help you:

1. Summarize basic hypnosis theory and technique;
2. Observe demonstrations of hypnotic technique and phenomena;
3. Recognize differences between acute and chronic pain;
4. Utilize hypnosis in controlling acute pain;

To obtain APA and NYSED CE credits your *announcement* must contain the following:

- WCPE requires co-sponsors sign a co-sponsorship agreement, and presenters must complete a presenter agreement.
- Title of program
- The instructional method for the program (lecture, workshop, panel presentation, training, etc.)
- A statement disclosing any conflict of interest or commercial support for the information being presented.
- Date, time and location where the program will be held. Note whether the facility ADA accessible. In general, programs should only be held in accessible venues. Note whether visual/auditory aids available?

- Brief description of the program that includes the appropriate number of behavioral learning objectives (see above)
- Presenter's name and *brief* bio sketch (complete CVs for all presenters must be sent to WCPE along with the draft advertisement. CVs should be submitted as PDF documents)
- Number of CE credits available for the program (approximately one hour of credit can be offered for every hour of instruction. Only *instructional time* counts toward CE credit. Lunch and other non-instructional hours cannot be counted. Please contact the WCPE liaison with questions.)
- Fees, if there are any - If there is a fee, our cancellation policy is to hold back \$25 if cancelled within 10 days of program. If there is no fee, \$20 will be charged to anyone not a member of WCPA
- A minimum of *three APA-style references* for the content of the program.
- Statement as to who may attend the program (i.e. psychologists, psychiatrists, all mental health professions) and for whom the content is designed.
- Disclaimer from WCPE as to responsibility for the program. This disclaimer **MUST** appear on all advertisement.

[The Westchester Center for Psychological Education is approved by the American Psychological Association and New York State Education Department to sponsor continuing education for psychologists. The Westchester Center for Psychological Education maintains responsibility for this program and its content.]

PROGRAM EVALUATION

1. Content Quiz:

The presenter(s) must furnish questions for a quiz to be handed out to the participants at the end of the program. The quiz questions should reflect the learning objectives set forth for the program. In other words, the evaluation must reveal whether participants achieved the learning objectives for the program. There should be a *minimum* of one question addressing each of the proposed learning objectives.

2. Program evaluation:

In addition to the content quiz, program presenters will be expected to evaluate attendee perceptions of the quality and success of the program. WCPE will furnish this evaluation.

All presenters are expected to abide by the Ethics Code of the APA (or equivalent professional organization in the presenter's discipline). Presenters should only impart information/material for which they are qualified by training, research inquiry, certification, or experience. This training, research, certification, or experience should be clear in the CV.

TO OBTAIN CE CREDIT

Participants must:

- Complete the quiz furnished by the presenter
 - Complete the CE form (CE education credit registration form)
 - Complete the program evaluation questionnaire
 - Submit payment to the sponsor in the appropriate amount: \$5 for each CE Credit
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The announcement, CV, answers to the quiz, attendance information, and completed CE forms are kept on file in the WCPE office AND submitted to APA and NYSED with WCPE's annual report.

POST-PROGRAM FOLLOW-UP

AFTER the program is completed, the program contact/organizer/presenter is responsible for submitting the following information to WCPA/the APA and NYSED CE liaison within 1 week:

1. Summary data for BOTH the content quiz and the program evaluation. The summary data should come in the form of both raw numbers and percentages.
2. All of the completed evaluation forms (so that CE credits can be issued)
3. A full attendance sheet listing the degree of each attendee (PhD, MSW, MHC, etc)