



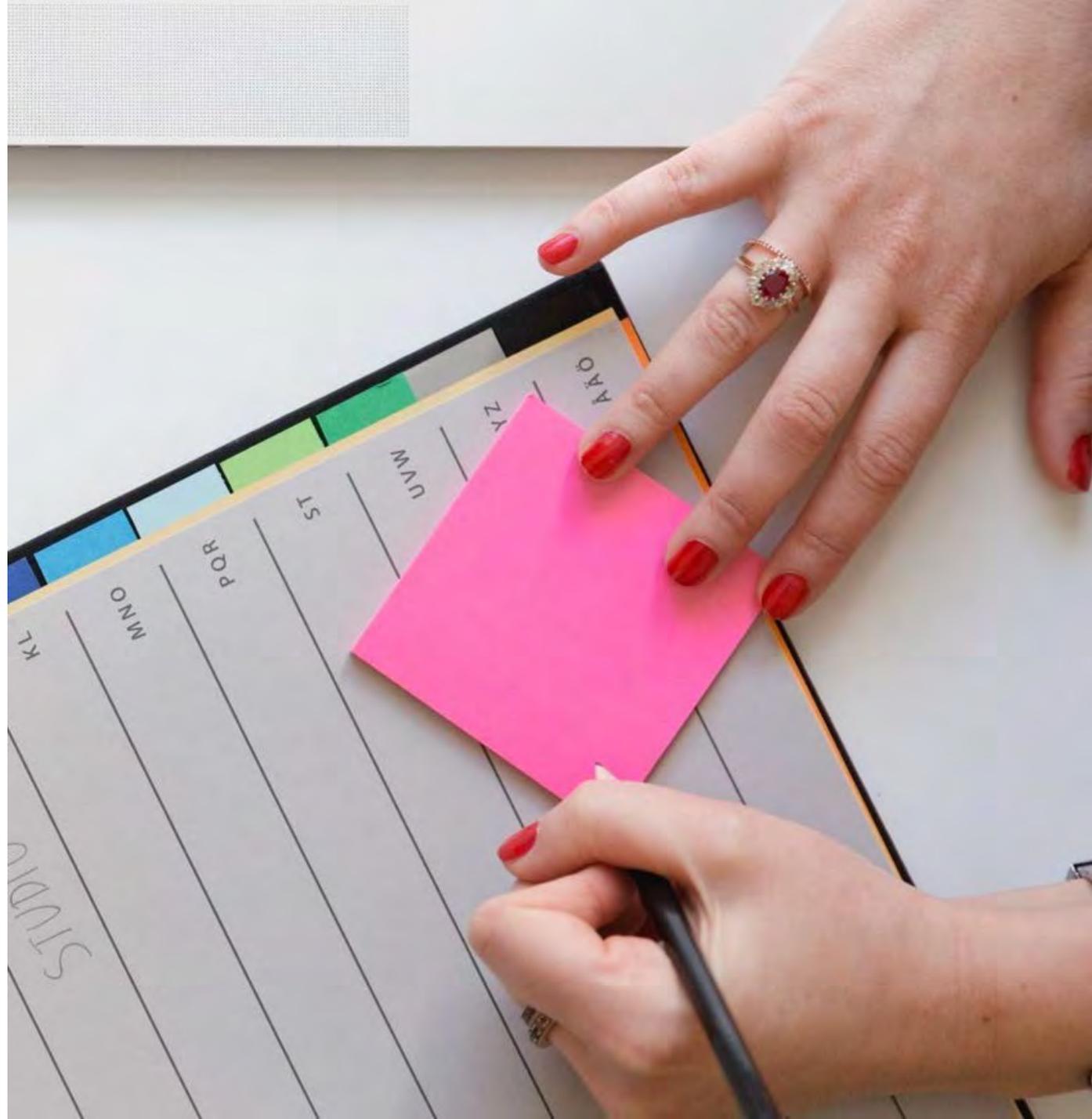
Standard B: Program Management

Criterion B.1: "Sponsors must include the direct input of psychologists in all phases of the decision-making and program-planning process for the activities offered to psychologists for CE credit."

What's Required?

Within Criterion B.1 of the application, you are required to demonstrate how your organization adheres to [Standard B](#) regarding individuals involved with program planning. Please ensure that the following points are incorporated within your response as a reflection of your program planning process:

- Provide the names, highest degree earned and employment setting of all doctoral-level psychologists responsible for program planning
- Describe the contribution of each individual to the planning process.
- Attach a full CV for each of the three named program planners
- Describe how the individuals work as part of a committee, specifically how the committee functions as a whole and how often it meets



Sample Response to Criterion B.1

Planning Individual # 1

Name: The Rock

Degree: Psy.D.

Employment Setting: Private Practice

Role in Program Planning: Dr. Rock is the director of the Education Committee.

Planning Individual #2

Name: Cardi B

Degree: Ph.D.

Employment Setting: Private Practice

Role in Program Planning: Dr. B is a regular member of the Education Committee.

Planning Individual #3

Name: Justin Bieber

Degree: Ph.D.

Employment Setting: Private Practice

Role in Program Planning: Dr. Bieber is a member of the Education Committee.

1. a. If the above individuals work as part of a committee or advisory group, please describe: i) how the committee functions as a whole; ii) how often it meets; and, iii) the name, degree, employment setting, and role in program planning of any psychologist not included in the list above.

N/A

An Illustrative Example

What's Wrong with this Response?

- X Provides vague descriptions of each person's role, making it difficult to discern the unique role of each individual
- X A description was not provided as to how the program planning individuals work together, as it is clear that there are multiple individuals involved in program planning
- X Unclear process regarding how this group formulates their CE programming

Further Explanation

Common Pitfall: Not making it clear: 1) *who* the involved psychologists are, or 2) *how* they work together/contribute to programming on a practical level

- Provide a complete description of the **specific** role for each individual listed (e.g., roles in administration, program development, program evaluation, selection of presenters or topics, vetting of evidence base of programming, etc.) AND a **FULL** CV for the psychologists listed (up to three).
- In response to B.1.a, describe **how** the individuals listed work together OR independently to produce the programming you provide. Also, provide the name, degree, employment setting, and role in program planning of any psychologist not included in the list.
- If the program administrator is a psychologist and is ALSO involved in designing or evaluating programs, they should be listed in B.1 or B.1.a in the application. **If the administrator is extensively involved and a psychologist, it's good practice to include their CV.**

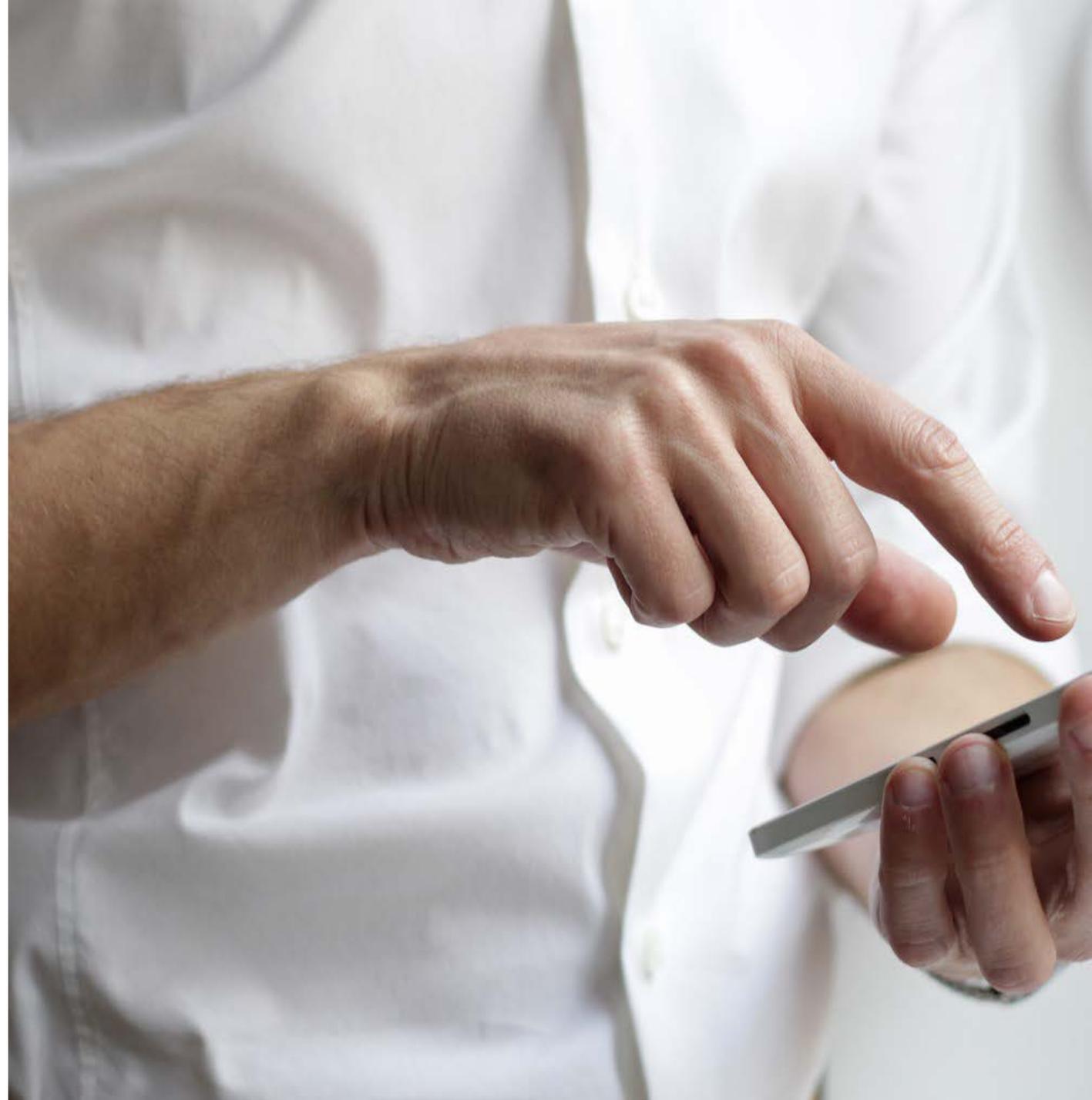
Single-Person Providers

If you are a single-person provider (i.e., the owner of the organization providing CE is also the only point of contact for participant complaints), please describe the mechanisms you have in place to obtain feedback from other psychologists regarding program planning, and areas where conflicts of interest might occur (e.g., resolution of participant complaints).

The spirit of this question is to ensure **independence** between the following individuals:

- Those who may have a vested interest in the success of the CE programs (e.g., receive monetary compensation)
- Those who determine that programs have a sound evidence base
- Those tasked with handling participant complaints appropriately

Consider how your responses address this independence to ensure it is clearly communicated to APA's Continuing Education Committee (CEC)





Thank You

[Office of CE Sponsor Approval](#)



(202) 336-5991, Option 1



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