

# Continuing Education Policies and Procedures



Division 56 is proud to be able to offer continuing education opportunities for both live attendance and home study programs. In order to maintain our accreditation for these learning opportunities, it is critical these procedures are followed. Please contact the webinar chair if there are any questions about the process or requirements. All Division 56 presentations will be authorized for both in-person and HomeStudy continuing education credit. Any presentation may be disqualified for HomeStudy CEs and removed from the website if Division 56 or APA policies are violated.

## Requirements of all CE programs

- One of the presenters is required to be doctoral level
  - This person cannot solely introduce or be a discussant. They must present meaningful content during the presentation.
- Slides must be sent to the CE chair **one week** prior to the presentation
  - This allows time for the chair to ensure the content meets all the requirements to maintain our accreditation and request edits if necessary
- Slides must be high quality and free of typographical errors
- If another group (e.g., APA Division or committee) is co-sponsoring the CE credit offering presentation, they must be vetted ahead of time to meet CE standards.
  - Alternatively, you can list supporting groups, as they do not have to go through the vetting process.
- The Division 56 Executive Director will be responsible for scheduling CE credit offering presentations and managing the calendar. Please cc the webinar chair on all scheduling requests.

**In order to schedule a CE credit offering presentation, the following information must be sent to the chair of the Webinar Committee. (A word copy of these requirements can be requested from the webinar chair or downloaded from the website.)**

1. Title of Event:
2. Presenter(s):
3. Brief Biography: 75 Words or less
4. Presenter(s) CV:
5. Event Description: 200 Words or less
6. Briefly describe how the event is relevant to doctoral level participants and to the field of Trauma Psychology.
7. Three Objectives (APA Style):
8. Five Research References (APA Style, no older than 10 years):

9. Choice Questions regarding event content with the correct answer (for Home Study accreditation).

a. Please include 3 questions per credit hour

10. Picture of presenter(s):

11. Copy of PowerPoint Presentation to confirm items #6 & 12 (\*Must be submitted to the CE Committee no later than **one week** prior to presentation).

12. Signed (Electronically) Statement on Diversity. (Contact the Division webinar chair for this document)

13. Signed (Electronically) Release of recorded event for Div 56 Website. (Contact the Division webinar chair for this document)