

PROCEDURES FOR VERIFYING ATTENDANCE AT KPA-SPONSORED AND CO-SPONSORED EVENTS

1. In order to obtain Continuing Education credit through the Association for the Advancement of Psychosynthesis (AAP), the attendee must be present for the **entire** CE workshop or session.
2. Each attendee must **complete the appropriate evaluation form for each session** attended. This form must be obtained at the beginning of the session and returned to the monitor at the conclusion of the session.

INSTRUCTIONS TO CE MONITORS FOR AAP-SPONSORED AND CO-SPONSORED EVENTS

1. Be seated or stand at the door of the room where the session is being offered at least **10 minutes prior** to the starting time of the seminar/workshop.
2. As attendees enter the room, give **each** individual one evaluation form, whether registered for CE credit or not. Please be sure to give **only one form** to each attendee.
3. Be sure that the facilitator or presenter announces at the beginning of the program that each attendee should have an evaluation form. Make sure that the **title of the workshop and name(s) of presenter(s) are correct** and ask the attendees to **legibly print their name and complete mailing address** at the bottom of the form **if they want CE credit**. Evaluation remarks are scored and reported confidentially.
4. Fifteen minutes after the program has begun, do **not** give out any more evaluation forms. CE credit can only be given to individuals who were present for the entire workshop.
5. Retain the unused evaluation forms and return them to registration desk in the manila envelope.
6. **Ten minutes before the program is to end**, station yourself at the door of the program. When the program ends, begin collecting evaluation forms from participants as they leave the room. Try to see that each participant turns in **only one** form.
7. Once the room has emptied, immediately place the forms in the envelope, seal it and forward it to the AAP office at P.O. Box 414, Somerset, KY 42502 USA, along with the appropriate fee:

\$15 per CE /Attendance Certificate for a single workshop

\$25 per CE /Attendance Certificate for programs offering from 2 – 5 workshops

\$35 per CE /Attendance Certificate for programs offering from 6 or more workshops

There is a \$100 MINIMUM fee for processing CE Certificates.

8. CE certificates will **only** be mailed to those attendees who have registered for the event and have paid the appropriate CE fee. CE certificates will include credit for attendance **only** for those workshops or sessions for which a properly-completed evaluation form has been received. Generally, CE certificates will be mailed directly to attendees within two (2) weeks of the event.