

Association for the Advancement of Psychosynthesis CE Co-Sponsorship Application

As an APA-and NBCC -approved provider of Continuing Education credits, AAP is required to adhere to specific procedures in order to grant CE credits for co-sponsored programs. Please read and follow the instructions carefully. **Failure to follow the CE procedures outlined below may result in denial of CE approval.**

CE Co-Sponsorship Procedures

Fees

1. Co-Sponsorship Application Fee:

Covers processing and review of the proposals, and preparation of individualized evaluation forms for each workshop if approved by the CE Review Committee. Appropriate fee must accompany co-sponsorship application.

Co-Sponsorship Application Fee: \$50 per workshop submitted for review

The CE Committee carefully applies APA and NBCC regulations governing qualifying continuing education programs. Please [review these criteria](#) prior to submitting workshops for review. *Application fees are non-refundable, regardless of the Committee's decision to approve or disapprove the program or any individual workshop.*

All materials MUST be submitted in electronic format. This can be done by completing the required Forms online through the AAP website (www.aap-psychoanalysis.org). All presenters' vitae must also be submitted electronically.

2. CE and Attendance Certificate Fees:

The fee per certificate issued includes: issuance of certificates, analysis of evaluation and feedback, and the maintenance of a database tracking all certificates issued by AAP. Fee must accompany CE evaluation forms, based on the following rates:

\$10 per CE /Attendance Certificate for a single workshop

\$20 per CE /Attendance Certificate for programs offering from 2 – 5 workshops

\$30 per CE /Attendance Certificate for programs offering from 6 or more workshops

Certificates will be sent to participants electronically.

Program Development

All programs co-sponsored with the Association for the Advancement of Psychosynthesis (AAP) will be developed jointly between the co-sponsoring organization and AAP. A completed CE proposal for EACH workshop, including abstract, learning objectives, references, and a Curriculum Vita for each presenter, must be submitted AT LEAST 12 WEEKS prior to the program, all in electronic form.

The Committee will evaluate each proposal, give feedback, especially if changes are required. Specific suggestions from the Committee must be incorporated into the program in order to receive credits.

CE approval will not be given for programs that occur during mealtime, in order to ensure the full attention of the attendees. However, it is permissible to have a presentation following a meal.

As a co-sponsor, AAP maintains responsibility for the program, only if it has been approved.

Program Review

1. All programs must be approved in advance by the AAP Review Committee.
2. A completed CE Proposal for EACH workshop must be submitted to the AAP office at least twelve (12) weeks prior to the program, in electronic format.
3. A Curriculum Vita must be submitted for each presenter, in electronic format, demonstrating their competence to provide instruction in the area they will teach.
4. The AAP Review Committee will evaluate the proposal(s) and provide feedback, typically within one month, if changes are required or if a workshop has been denied credit. Specific suggestions from the Committee must be incorporated in the program in order to obtain approval.

Program Description Requirements (For brochures & Flyers)

APA/NBCC level indicates the program has been evaluated according to the specific criteria required by the American Psychological Association and the National Board of Certified Counselors. This is a national level of certification for continuing education credit.

1. The following statements must be included exactly in the program brochure or flyer:

"The Association for the Advancement of Psychosynthesis (AAP) is approved by the American Psychological Association (APA) and the National Board of Certified Counselors (NBCC) to sponsor continuing education for psychologists, counselors, and other mental health professionals. The Association for the Advancement of Psychosynthesis (AAP) maintains responsibility for this program and its content."

2. If the CE Committee has approved the program prior to printing, the brochure must read:

"This program/workshop has been approved for # of hours of Continuing Education credits for psychologists and other mental health professionals. AAP maintains responsibility for this program and its content."

3. If the CE Committee has not yet approved the program, the brochure must

read:

"This program/workshop has been submitted for approval of # of hours of Continuing Education credits for psychologists and other mental health professionals. AAP maintains responsibility for this program and its content, only once it has been approved."

4. Co-sponsors are **required to include the following** on program brochures or flyers:
 - a. A way for registrants to request special assistance/accommodations.
 - b. The statement that the attendee must attend the entire program in order to receive CE Credit (no partial credit can be given).
 - c. The program's learning objectives from the CE proposal.
 - d. A cancellation policy regarding refund of registration fees.

5. **AAP must receive a copy of the brochure or flyer for review prior to printing.**

Registration

The Co-Sponsoring Organization is responsible for pre-registration of participants and for on-site registration.

The registration fee for the program/workshop is set by the co-sponsoring organization. However, AAP members who register must receive some discount over regular admission.

Verification of Attendance

Attendees must be present for the **entire** CE workshop or session (no partial credit will be given).

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. Complete instructions for monitors will be sent upon acceptance of the application.

CE certificates will **only** be sent electronically 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 properly-completed evaluation forms have been received. CE certificates will be sent within one month of the event.

CE Monitors must receive instruction in Procedures for Verifying Attendance. ([Please see attached instruction sheet.](#))

Program Evaluation

AAP will provide individualized Program Evaluation forms for EACH workshop. The template of the official AAP Evaluation form must be used by the proposer in order to individualize the Learning Objectives, and returned for review. This will also be needed in order to verify the attendance of each registrant and to provide feedback on the program/workshop. The template form is available online.

When the offering includes multiple workshops, a separate evaluation form, listing each workshop's learning objectives, should be used, with attendance verified on the form each time.

AAP will send electronically a CE certificate to each participant and presenter. A summary list will also be maintained. Where there have been multiple workshops, the certificate will list the title of each workshop attended, the number of CE credits for each, and the total number of CE credits earned. The CE certificate will state that AAP is an **approved provider of Continuing Education for the American Psychological Association and the National Board of Certified Counselors.**

AAP will maintain a computerized record of each participant's attendance for a period of three (3) years following the date of the program. In the event that a CE certificate is lost and needs to be replaced, a \$10 fee will be assessed.

AAP will analyze the ratings given on the evaluation forms and will provide to the presenter and to AAP Conference Committee and the CE Committee a written summary of the data and a list of written comments. The evaluation data may also be shared with APA.

Workshop Criteria

Workshops are evaluated as to their suitability for yielding Continuing Education credit using the criterion established by the APA.

"Continuing education shall mean participation in approved programs beyond the basic educational requirements that provide specific content planned and evaluated to improve the license or certificate holder's professional competence, make possible acquisition of new skills and knowledge required to maintain competence, and strengthen the habits of critical inquiry and balanced judgment."

[back to top](#)

Association for the Advancement of Psychosynthesis

Email: DSOnken@aol.com

Phone numbers

Voice 314 - 727-3322 Fax 480-775-7185

AAP CE Co-Sponsorship Checklist

BEFORE THE PROGRAM:

- 1. Co-Sponsorship Application completed and submitted electronically*
- 2. Co-Sponsorship Fee included
\$50 per workshop
- 3. CE Co-Sponsorship Proposal form completed and presenters vitae submitted electronically* for each workshop
- 4. Advertising flyer and brochure sent to AAP

DURING PROGRAM

- 5. Individualized AAP CE evaluation forms distributed for each workshop
- 6. CE Monitoring rules provided to monitors

AFTER PROGRAM

- 7. Completed CE Evaluations returned to AAP along with full payment for each attendees certificate.

Dr. Deborah Onken,
106 Aberdeen Place
St. Louis, MO. 63105-3040

* electronic submission:

- a) Forms (both CE Proposals and Co-Sponsorship Application) may be completed online at www.aap-psychoanalysis.org, at the Continuing Education page.
- b) All vitae must be submitted as a file attached to email or submitted on a disk