



## **Guidelines for Co-Sponsorship with NHPA**

Thank you for your interest in providing continuing education for mental health professionals in New Hampshire. The New Hampshire Psychological Association (NHPA) is an approved sponsor of the American Psychological Association (APA) and can provide continuing education credits to psychologists. We welcome the opportunity to co-sponsor an event. Please submit your application for review no later than 60 business days prior to your event.

Please read all of the information provided below and should you have any outstanding questions or concerns, please contact NHPA Assistant Director, Leslie Gould, MSW [Office@nhpsychology.org](mailto:Office@nhpsychology.org)

### **Guidelines & Procedures**

In order to be a sponsor for CE credits, the NHPA and its CE Committee operate under strict oversight and guidelines provided by the American Psychological Association (APA). Documentation and assurance of quality, educational programming is of the utmost priority. Your program will not be approved without full adherence to the requirements outlined in the attached application.

A completed application (provided below), including a non-refundable processing fee of

\$250.00 is required to be considered for co-sponsorship of a program with NHPA. A check made out to NHPA should be mailed to NHPA mailed to P.O. Box 1492, Dover, NH 03821.

Review and monitoring of co-sponsorship applications is a time-consuming process. In order to ensure diligence on the part of the applicant, a non-refundable fee of \$30.00 will be charged to your program for each resubmission required to achieve program approval. It is in your program's best interest to submit your application for co-sponsorship only when you are certain that all required information is provided, documentation is accurate and meets APA standards, and you have mailed your application fee.

A co-sponsorship timeline/checklist has been included with this letter, for your reference. NHPA reserves the right to deny approval of your program for any reason.

A completed application includes the following information:

1. Application for Co-Sponsorship of a Continuing Education Activity with NHPA must include:

a. Program/Event Date, time, & location Program/Event title & description, including a description of the target audience and the instructional level of the activity (e.g., introductory, intermediate, or advanced)

b. Learning objectives & number of continuing education hours

c. Proposed schedule/timeline of event

2. \$250.00 non-refundable processing fee

3. Speaker qualifications (a curriculum vita /resume must be provided for each presenter)

4. A minimum of (3) empirical references (peer reviewed and current within the last 10 years) that support the proposed content

5. Draft of promotional materials, which must include a cancellation & refund policy, special accommodation statement (e.g., interpreters, handicap accessibility, etc.)

6. Copy of program, indicating times for each session, breaks, etc.

Presenter/instructor(s) are required to submit a current resume or curriculum vitae and must be able to demonstrate expertise in the program content that builds upon a completed doctoral program in psychology. While a doctorate in psychology is not required of expert presenters, they must be able to demonstrate competence and expertise in the areas in which they teach. Teaching ability is a primary pre-requisite for selection as a CE speaker/instructor. Potential presenters should submit references regarding teaching experience if not otherwise noted in the presenter's CV.

Empirical references must be included. Please provide at least three empirical references, peer-reviewed and current within the last ten years that support proposed program content.

Learning objectives that will be accomplished by this continuing education event must be provided (in APA format). Please provide three to five learning objectives for a three- hour program, and five to seven learning objectives for a five-hour or more program.

Suggested wording of APA-compliant objectives can include:

*"At the conclusion of this program, participants will be able to... (enumerate objectives)"*

Additionally, it is important to note quantitatively, when possible, what a participant will have learned, for example: "...identify three (3) goals of neuropsychological assessment with developmentally delayed toddlers."

All marketing and promotional materials generated and disseminated for this event will demonstrate the program learning objectives exactly as they read in the application and approved contract, including the online registration page.

NHPA must be named as a co-sponsor on all promotional material related to your continuing education event and the following quotation must be included in all marketing (ads, brochures, and announcements) for this course:

*"This program is co-sponsored by the New Hampshire Psychological Association (NHPA) and [name of your organization]. NHPA is approved by the American Psychological Association to offer continuing education for psychologists. NHPA maintains responsibility for this program and its contents."*

## Application Approval Policy

Following submission of a complete application and processing fee, please allow seven to ten business days for review.

When your program application has been approved, you will be notified by email and will receive an approval letter signed by the NHPA Continuing Education Coordinator. In addition to a signed contract outlining your program as described in the application, you will also receive a timeline and checklist specific to your program that will help guide you through the months and weeks leading up to and immediately following your event. Submission of the information specific to your event on or before the dates indicated in your contract are required. If they are not received by the NHPA office on time, we reserve the right to withdraw the continuing education credit offered.

Upon approval, you must sign the Contract/Agreement included with the Approval Letter and return it via email to the NHPA office ([office@nhpsychology.org](mailto:office@nhpsychology.org)). Sign-in sheets, course evaluations, and continuing education certificates in PDF format will be provided to the primary point of contact named in the application *5 business* days prior to the event.

For each CE certificate distributed to an attendee at your event, you must ensure that they sign in on NHPA-approved sign-in sheets, are present for all content presented (with the exception of approximately 15 minutes), and complete an NHPA-approved continuing education evaluation. After all phases are completed, a CE certificate can be issued.

After your program is complete, there is a fee of \$25.00 per CE certificate issued (unless otherwise indicated by the NHPA CE Coordinator) that you will be required to pay. For example, if you have 100 attendees and issue 100 certificates, the total amount due to NHPA will be \$2,500.00. This money must be provided to NHPA along with several other documents outlined clearly in the timeline/checklist that will be provided along with your co-sponsor contract.

NHPA will market your workshop as a co-sponsor, with a link back to your registration page, on our website, in an email blast to mental health professionals licensed in NH, as well as on NHPA's varied social media sites (e.g., Facebook, Twitter, Instagram, etc.).

In addition to the information highlighted above, your contract will include the following conditions:

- NHPA will be named as co-sponsor on all promotional material
- NHPA will maintain records and be responsible for ensuring quality control
- This may include being involved in all aspects of planning the events such as: attending planning sessions and keeping in close contact with co-sponsoring organization
- The co-sponsoring organization will consider the input of NHPA in planning the event content, specifically by reviewing a needs assessment
- There will be adherence to the Ethical Principles of Psychologists ([www.apa.org/ethics/code/index.aspx](http://www.apa.org/ethics/code/index.aspx)) in the material presented and dissemination of information during this program
- Specific guidelines for promotional material will be met (see Guidelines for Promoting NHPA Co-Sponsored Programs)
- Refund and cancellation policies will be stated on all marketing and promotional materials

## **Commonly Asked Questions**

Please review the commonly asked questions below prior to contacting NHPA:

### **Does the presenter need to be the author or co-author of the empirical references provided?**

No, the presenter does not need to be an author or co-author. The empirical references must inform and support the presentation. As noted by the American Psychological Association (APA) in the *Standards and Criteria for Approval of Sponsors of Continuing Education for Psychologists*, “program content focuses on application of psychological assessment and/or intervention methods that have overall consistent and credible empirical support in the contemporary peer-reviewed scientific literature beyond those publications and other types of communication devoted primarily to the promotions of the approach” (APA, 2015).

### **Can I offer a 45-minute workshop?**

No. At a minimum, 1 CE is awarded for 1 hour of content. Per APA, CE programs must be at least one hour in length, and CE credit is awarded for actual instructional time. For example, a 45-minute presentation with a 15-minute break is not eligible for CEs.

**If an attendee arrives 30 minutes late to our event, or asks to leave early, can they still receive a CE certificate?**

No, you must not issue a CE certificate in these circumstances. Attendees must be present for all material presented, and partial attendance credit cannot be granted. For attendees arriving more than 15 minutes late a “certificate of completion” can be issued, but this is not a CE certificate. Please contact the CE Coordinator for these certificates if needed after your event.

**25 people registered for the event, but only 20 CE certificates were issued to the 20 attendees who participated. Do I have to pay for all 25 CE certificates?**

No, you are only required to pay for the certificates issued.

**I’m organizing an event, and my speaker has not answered my requests for learning objectives. Can I still issue CEs?**

No, you must submit all of the required documentation prior to the event. Learning objectives and program descriptions must be listed on your initial application. If you are unable to do so, please contact the NHPA CE Coordinator immediately.

**How do I plan on ensuring that all attendees sign in and complete an evaluation?**

At NHPA events, we typically have one to two staff/individuals handling registration and sign in procedures beginning 30 minutes prior to the event. Once content has begun (e.g., the speaker begins with the presentation), we set a timer for 15 minutes, after which time, we remove sign-in sheets and inform late-comers that they cannot be awarded CE credits, only CE certificate of attendance.

At the end of the event, the staff/individuals distribute physical paper evaluation to attendees to complete and only hand out CE certificates as the completed evaluation is collected.

**Why don’t the CE certificates have attendees’ names pre-printed on them?**

To ensure that only those attendees who are present for the entire event get CE credits, we hand out CE certificates that do not have names pre-printed on them. It is the attendees’ responsibility to write their names on the CE certificates and submit

them to their licensing board when requested.

**My presenters indicated that writing learning objectives is challenging. Can NHPA assist them in writing them?**

Please review *Writing Behavioral Learning Objectives and Assessments* (APA, 2015) which can be found in this application packet to assist you in writing your learning objectives prior to requesting assistance from NHPA.

**Are NHPA-issued CE certificates applicable to other guilds?**

Yes, for those practicing in New Hampshire. The State Board of Mental Health provides the following guidance on their website:

“The Board does not approve specific continuing education programs. The Board accepts CEU's that are approved by national organizations. All licensees may obtain credits from any of the national organizations listed in Mhp 402.02(b). You may attend workshops/seminars etc. that are approved by the national organization that might not be the national organization for your specific profession. For example, if you are a licensed clinical mental health counselor, you may attend and get credit for workshops/seminars sponsored by NASW, AAMFT or any of the others listed in the rule. The same applies to the other professions licensed with the Board. For a complete list of these organizations please see Board rule Mhp 402.02(b).”

The first example of national organizations approved in Mhp 402.02(b) is the American Psychological Association.

**Application for Co-Sponsorship of a Continuing Education Activity with  
NHPA**

Organization requesting co-sponsorship: \_\_\_\_\_

Organization type: \_\_\_\_\_

Primary Point of Contact: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Event Date: \_\_\_\_\_

Event Timeline(s)/Schedule: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Event Cost & Refund/Cancellation policy for attendees:

\_\_\_\_\_

\_\_\_\_\_

Event Venue/Location: \_\_\_\_\_

Is the venue location accessible to individuals with disabilities: \_\_\_ Yes \_\_\_ No *APA requires accessibility for individuals with disabilities. If your venue/location does not meet this criteria, your application will not be processed.*

Event Type: \_\_\_\_\_ Face-to-Face Workshop \_\_\_\_\_ Lecture Series  
\_\_\_\_\_ In-depth program (6 months+) \_\_\_\_\_ Conference\*

*If planning a conference, CE credit is awarded on a session-by-session basis. Please provide information below for each individual session and number of CEs.*

Length of proposed workshop: \_\_\_\_\_ (1 hour = 1 CEs, 3 hours = 3 CEs, 6 hours = 6 CEs)

Total number of CE credit hours requested: \_\_\_\_\_

Does this workshop qualify for ethics CE? \_\_\_\_\_ Yes \_\_\_\_\_ No

Learning Level of Attendees: \_\_\_\_\_ Introductory \_\_\_\_\_ Intermediate \_\_\_\_\_ Advanced

Please attach a copy of the proposed program: \_\_\_\_\_ Enclosed \_\_\_\_\_ Not Enclosed

If not enclosed, please indicate date of availability: \_\_\_\_\_

Anticipated number (and limits to number) of attendees: \_\_\_\_\_

Presenter: \_\_\_\_\_

Degree: \_\_\_\_\_

Professional area of focus: \_\_\_\_\_

If presenter is licensed, are they in good standing with their licensing board?

\_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_ Not Licensed

Presenter: \_\_\_\_\_

Degree: \_\_\_\_\_

Professional area of focus: \_\_\_\_\_

If presenter is licensed, are they in good standing with their licensing board?

\_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_ Not Licensed

*If more presenters need to be included, please make an additional copy of this page for your application.*

Please state any identified conflicts of interest from the presenter(s) or if there are none, please state that: \_\_\_\_\_

Empirical References: Please provide at least three empirical references (in APA format) from peer reviewed journals that are current (within the last 10 years) and that support proposed program content:

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Description of event (100 words, one to two paragraphs is sufficient):

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Learning Objectives to be accomplished by this CE event:

*At the conclusion of this program, participants will be able to:*

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3. 

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4. 

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5. 

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Please provide a brief plan for documentation of your registration process (e.g., registering online, Eventbrite, pre-registering via telephone, mailing in paper registration, etc.):

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Please make sure the following documentation/information is enclosed:

A completed application  \$250.00 application fee to NHPA mailed to P.O. Box 1492, Dover, NH 03821

## Guidelines for Promoting NHPA Co-Sponsored Programs

The following guidelines must be followed when developing promotional brochures, creating online landing pages and registration sites, and generating other marketing materials for your NHPA co-sponsored CE event.

Not every marketing tool will need to have all the details of the program, but it must note where the details can be found (e.g., a marketing postcard does not have to include all the details, but it should refer recipients to the event's online landing page where all of the required details can be found).

A copy of event brochure or link to the event registration page must be included in your application for co-sponsorship. If not available at time of application submission, you must arrange a tentative deadline date with the CE Coordinator.

- Clearly state on front of brochure, online landing page, and registration page both organizations as co-sponsors along with contact information for each (contact via website will suffice).
- A **full statement** about co-sponsorship and NHPA's approval status with APA must appear at least once in all promotional materials. This statement is as follows:

***“This program is co-sponsored by the New Hampshire Psychological Association (NHPA) and [name of your organization]. NHPA is approved by the American Psychological Association to offer continuing education for psychologists. NHPA maintains responsibility for the program.”***

- Special Note: The phrase "CE Credits for Psychologists" may be used only when the above statement is included in the same promotional material.
- Additional recommended statement: *This program offers continuing education credits which are accepted by the State Board of Mental Health and the State Board of Psychologists for all N.H. licensees.*
- The program brochure and online landing page must describe the event schedule/agenda and presentation format.
- The program brochure and online landing page must clearly state the approved learning objectives exactly as they are written in the co-sponsorship agreement.
- The program brochure, online landing page, and registration page must clearly indicate for whom the program is designed (e.g., mental health providers, educators) and the skill level for which the program is appropriate. The required

skill level language is as follows: *Introductory, Intermediate, and/or Advanced*

- The program brochure, online landing page, and registration page must indicate the number of CE credits offered (e.g., 3 CEs) Half-hour and quarter-hour credits are acceptable. Please do not use the term CEU.
- The program brochure and online landing page must include all speaker credentials.
- The program brochure and/or online landing page must indicate cost of attendance, items covered by the fee for each activity (e.g., breaks, lunches) and the refund/cancellation policy for the event.

## Writing Behavioral Learning Objectives and Assessments

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.

Learning objectives must be observable and measurable.

Learning objectives should (1) focus on the learner, (2) contain action verbs that describe measurable behaviors, and (3) focus on skills that can be applied in psychological practice or other professional environments.

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

Example of well-written learning objectives:

*This workshop is designed to help you:*

1. Summarize basic hypnosis theory and technique
2. Describe how hypnosis can be integrated into a psychology practice setting; 3. Recognize differences between acute and chronic pain and how this may impact treatment; 4. Utilize hypnosis in controlling acute pain; and 5. Apply post-hypnotic

suggestions to chronic pain.

Objective learning assessments should be written in a manner that determines whether participants learned what you planned to teach them. The learning objectives should directly apply to the learning evaluation (i.e. learning assessment) of participants. The evaluation (or learning assessment) should be based on the stated learning objectives of the program and should include a focus on application of skills to the psychology practice or other professional environment.

Example of well-written learning assessment:

Based on the content of the workshop, I am able to:

Strongly Agree  Strongly Disagree

1. Describe at least two theoretical approaches to hypnosis;
2. Articulate how hypnosis can be integrated into intervention strategies for patients with acute and chronic pain;
3. Employ at least two hypnotic induction techniques;
4. Explain how psychological approaches differ when applied to acute vs. chronic pain;
5. Demonstrate a technique for applying hypnosis to acute pain;
6. Provide a post-hypnotic suggestion for controlling chronic pain;
7. Indicate that there was sufficient opportunity to practice important techniques during the CE program.

## ***Continuing Education Co-Sponsor Compliance Checklist***

The information required on the application (must be accurate and complete):

- Program Date
- Program Title
- Content Description
- Course Objectives
- Schedule
- Number of Anticipated Continuing Education Credits Offered for each Activity
- Probable Location (must be accessible for physically challenged individuals)

Curriculum Vitae for all presenters:

- Presenter # 1:
- Presenter # 2:
- Presenter # 3:

A description of the target audience and the instructional level of the activity (*introductory, intermediate, and/or advanced*)

The cost (*including all fees and the refund/cancellation policy*)

Application fee of \$250.00 to the NHPA office

### **Prior to your event:**

NHPA must be named as co-sponsor on all promotional material. The following statement must be included verbatim on all marketing materials: *“This program is co-sponsored by the New Hampshire Psychological Association (NHPA) and [name of your organization]. NHPA is approved by the American Psychological Association to offer continuing education for psychologists. NHPA maintains responsibility for this program and its contents.”*

A proof of all promotional materials (ads, brochures and announcements) must be approved by the NHPA office prior to their

public release.

A link to your registration page

### **The Day of Your Program:**

- All attendees must sign in on the NHPA provided sign-in sheet. The sign-in sheet has the attendee name, signature, and degree
- At the completion of the program, all attendees must complete the provided NHPA program evaluation form.
- Your organization will only distribute the CE certificate after attendees have attended the program in its entirety and have completed the NHPA evaluation form.

### **With TWO WEEKS, the following must be submitted to the NHPA**

- Completed sign-in sheets
- Completed program evaluation forms
- A check totaling an amount equal to \$25.00 per attendee CE certificate awarded (unless otherwise specified by CE Coordinator)
- A copy of all final promotional materials must be sent to the NHPA office

*If the required items are not received by NHPA office within two weeks, we reserve the right to withdraw the continuing education credit offered.*