STATE OF CALIFORNIA
DEPARTMENT OF CONSUMER AFFAIRS

STATE AND CONSUMER SERVICES AGENCY • ARNOLD SCHWARZENEGGER, GOVERNOR

Board of Psychology – Executive Office
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MEMORANDUM

DATE	May 11, 2010
TO	Board Members
FROM	Jeffrey Thomas Assistant Executive Officer
SUBJECT	Prescribing Psychologists' Register, Inc. Request to Perform an Accrediting Function

Prescribing Psychologists' Register, Inc. (PPR) has submitted a request to the Board of Psychology (Board) to be recognized by the Board as an entity to perform an accrediting function pursuant to section 1397.61(f)(2) of the California Code of Regulations. This section reads as follows:

(2) The board may recognize other entities to perform an accrediting function if the entity:

(A) Has had at least 10 years experience managing continuing education programs for psychologists on a statewide basis, including, but not limited to:

(i) Maintaining and managing records and data related to continuing education programs.

(ii) Monitoring and approving courses.

(B) Has a means to avoid a conflict of interest between any provider and accreditation functions.

(C) Submits a detailed plan of procedures for monitoring and approving the provider functions. The plan must demonstrate that it has the capacity to evaluate each course, including provisions requiring the following:

(i) Topics and subject matter shall be pertinent to the practice of psychology. Courses predominantly focused on business issues, marketing, or exploring opportunities for personal growth are not eligible for credit. Course material must have a relevance or direct application to a consumer of psychological services.

(ii) Each continuing education course shall have written educational goals and specific learning objectives which are measurable and which serve as a basis for an evaluation of the effectiveness of the course.

(iii) Instructors shall be competent in the subject matter of the course and shall be qualified by education, training, experience, scope of practice and licensure.

(iv) Each continuing education course shall have a syllabus which provides a general outline of the course.

(v) When an approved provider works with others on the development, distribution and/or presentation of a continuing education course (joint sponsorship), there shall be procedures to identify and document the functions of each participating party.

(vi) An evaluation mechanism shall be completed by each participant to evaluate the continuing education course.

(vii) Respond to complaints from the board concerning its activities.

(viii) The entity agency shall provide services to all licensees without discrimination.

(D) An entity must submit, in writing, evidence that it meets the qualifications in this subdivision.

(E) Upon written confirmation from the board that the entity has been recognized, the entity may advertise that it has been recognized by the board.

Attached to this memorandum is a copy of PPR's request dated August 4, 2009 as well as a history of the Board's continuing education regulations as they relate to continuing education providers. This document illustrates each time the regulations were amended to modify the list of continuing education providers accepted by the Board as well as the rationale for these changes.

The Board must determine if it wishes to recognize PPR as an entity to perform an accrediting function.

Continuing Education Regulations Relating to CE Providers:

Original CE Regulations Effective December 29, 1994:

When the initial continuing education regulations became operative in December 1994, in addition to MCEPAA courses, the regulations also allowed courses taken from an American Psychological Association approved sponsor if they were taken at the APA convention or outside the State of California.

Specific Purpose of each adoption, amendment, or repeal: (Excerpted from the Initial Statement of Reasons)

The Board is proposing to adopt regulation which requires licensees who receive continuing education credit form the American Psychological Association (APA) to submit verification of course completion to an approved accreditation agency. Adoption of this regulation would allow accreditation agencies to properly track continuing education courses completed by licensees for reporting to the Board. Current law allows for the acceptance of continuing education courses approved by the APA; however, the APA does not track continuing education courses completed by the Board's licensees.

The Board is proposing to adopt regulation which specifies that American Psychological Association (APA) continuing education courses are approved if taken at the association's convention or outside the State of California. Adoption of this regulation would clarify section 2915(d) of the law which states that continuing education instruction approved to meet the requirements of this section shall be completed within the State of California, or shall be approved for continuing education credit by the APA or its equivalent as approved by the Board.

Amendment effective May 9, 1996:

- American Psychological Association approved CE courses shall be accepted for credit only if the course has been sponsored or cosponsored by the APA Continuing Education Committee
- Courses sponsored by the Academies of the specialty board of the American Board of Professional Psychology (ABPP) shall be accepted for CE credit

Factual Basis for Determination that the Proposed Regulation is Necessary: (Excerpted from the Initial Statement of Reasons)

The current wording of this section only allows credit for APA courses taken out of state or at an APA convention. The Board has learned that the current wording, which essentially disqualifies any APA course taken in California unless it happens to be taken at an APA convention held in California, has the potential of running business related to CE out of the state and for no justifiable reason.

The current language has imposed an unintentional burden for providers, businesses such as hotels, and the licensees who must find approved courses in order to renew their licenses. Courses sponsored by the APA Continuing Education Committee have quality controls equivalent to those used by the Board's recognized accrediting agency.

Research by the Board has found that courses provided by APA approved providers have not been individually reviewed and approved by APA as would be required by section 2915(f) – only the providers have received approval by APA. However, we have established that courses sponsored by the APA Continuing Education Committee have been individually reviewed and therefore meet the mandate of 2915(f). (The term "cosponsored" was later added to this rulemaking file.)

The American Board of Professional Psychology (ABPP) is the ultimate specialty certification body for psychologists. Its courses are offered only to its Diplomates and only in the specialty in which they receive their Diplomates. APBB courses are taught only by those who hold a Diplomate in the area of the content of the course. In all other aspects, courses offered by the Academies of the specialty boards of APBB exceed the specifications required of courses by the accrediting agency recognized by the Board of Psychology.

Amendment effective May 30, 1998

- American Psychological Association approved CE courses shall be accepted for credit only if the course has been reviewed and sponsored by the APA Office of Continuing Education
- Courses sponsored by the Academies of the specialty board of the American Board of Professional Psychology (ABPP) shall be accepted for CE credit

Problems Addressed: (Excerpted from the Initial Statement of Reasons)

Currently, with regard to courses offered by the American Psychological Association which are accepted to meet the Board's CE requirements, such courses must be "sponsored or cosponsored by the APA CE Committee." The Board has found that such a statement drastically restricts the number of APA courses available to licensees. This proposal would correct this unintended barrier to quality courses by allowing courses that have been "reviewed and sponsored by the American Psychological Association Office of Continuing Education."

Specific Purpose: (Excerpted from the Initial Statement of Reasons)

Allowing courses that have been reviewed and sponsored by the American Psychological Association Office of Continuing Education would greatly increase the number of courses that are available outside California.

Factual Basis (Excerpted from the Initial Statement of Reasons)

Currently, the only APA courses that are acceptable are those that are sponsored or cosponsored by the APA's Continuing Education Committee. These courses are extremely rare. Therefore, accruing continuing education outside California currently is very difficult.

Amendment effective January 1, 2002

- Courses taken on or after January 1, 2002 that are provided by American Psychological Association approved sponsors shall be accepted for continuing education credit
- Courses taken on or after January 1, 2002 that are Continuing Medical Education (CME) courses specifically applicable and pertinent to the practice of psychology and that are accredited by the California Medical Association or the Accreditation Council for Continuing Medical Education shall be accepted for continuing education credit
- Courses sponsored by the Academies of the specialty board of the American Board of Professional Psychology (ABPP) shall be accepted for CE credit

Factual Basis (Excerpted from the Initial Statement of Reasons)

The board's recognized accreditation agency has advised the board that many high quality and highly pertinent CE courses cannot be taken for CE credit by licensed psychologists because APA and CME courses are not reviewed and approved by the board's accrediting agency and therefore are not accepted. Currently, the board accepts courses that are reviewed and sponsored by the APA Office of Continuing Education however, this language unintentionally limits the use of APA courses for CE to those that are offered once a year at the APA Convention. Currently, California is the only psychology licensing board in North America that does not allow its licensees to use continuing education courses offered by APA approved sponsors.

Similarly, Continuing Medical Education (CME) courses which are specifically applicable and pertinent to the practice of psychology offer a high level of training for some licensees. CME providers go through a more stringent approval process than those approved by the board's Accrediting Agency. Accepting CME courses would have a very positive impact on both the number of CE courses available to licensed psychologists as well as on the overall quality of the CE obtained by licensed psychologists.

The board worked closely with both the American Psychological Association Office of Continuing Education and with the California Psychological Association (CPA) CE Committee in developing these proposals.

Amendments effective October 2, 2003

Deleted specific reference to APA, CME and ABPP and added the following:

(g) This subsection becomes operative effective January 1, 2004. The Board of Psychology may recognize an entity to perform an accrediting function if the entity:

1) Has had at least 10 years experience managing continuing education programs for psychologists on a statewide basis, including, but not limited to:

(A) Maintaining and managing records and data related to continuing education programs.

(B) Monitoring and approving courses.

2) Has a means to avoid a conflict of interest between any provider and accreditation functions.

3) Submits a detailed plan of procedures for monitoring and approving the provider functions. The plan must demonstrate that it has the capacity to evaluate each course, including provisions requiring the following:

(A) Topics and subject matter shall be pertinent to the practice of psychology. Courses predominantly focused on business issues, marketing, or exploring opportunities for personal growth are not eligible for credit. Course material must have a relevance or direct application to a consumer of psychological services.

(B) Each continuing education course shall have written educational goals and specific learning objectives which are measurable and which serve as a basis for an evaluation of the effectiveness of the course.

(C) Instructors shall be competent in the subject matter of the course and shall be qualified by education, training, experience, scope of practice and licensure.

(D) Each continuing education course shall have a syllabus which provides a general outline of the course.

(E) When an approved provider works with others on the development, distribution and/or presentation of a continuing education course (joint sponsorship), there shall be procedures to identify and document the functions of each participating party.

(F) An evaluation mechanism shall be completed by each participant to evaluate the continuing education course.

(G) Respond to complaints from the board concerning its activities.

(H) The entity agency shall provide services to all licensees without discrimination.

(h) Failure of the entity to substantially comply with the provisions as set forth in subsection (g) shall constitute cause for revocation of recognition by the board. Recognition can be revoked only by a formal board action, after notice and hearing, and for good cause.

Specific Purpose of each adoption, amendment, or repeal: (Excerpted from the Initial Statement of Reasons)

This proposed amendment would:

- Adopt new subsection (g) which would establish criteria for recognition of continuing education obtained from entities which are not approved by a board-recognized accrediting agency.

- Amend subsections (d), (e) and (f) to become inoperative December 31, 2003. These subsections currently identify specific entities by name that are recognized by the board as providing accepted continuing education that are not required to be approved by a board-recognized accrediting agency. This proposal would not necessarily eliminate these entities if they meet the proposed criteria, rather it would eliminate reference to any one specific entity and would include any recognized entity meeting the proposed criteria.

- Adopt subsection (h) which would add cause for revocation of recognition by the board if the entity fails to substantially comply with the provisions set forth in subparagraph (g). Recognition can be revoked only by a formal board action, after notice and hearing, and for good cause.

Factual Basis/Rationale (Excerpted from the Initial Statement of Reasons)

Current board regulation 1397.61 recognizes specific non-accrediting agency approved continuing education providers such as American Psychological Association approved sponsors, Continuing Medical Education, and the Academies of the specialty boards of the American Board of Professional Psychology.

This proposed regulation would add defined criteria pursuant to which an entity may be recognized by the board to perform an accrediting function. The proposed regulation will also ultimately eliminate the references to specific providers, so that all entities seeking such recognition would be considered pursuant to the same criteria.

<u>Amendments effective January 2, 2006</u>

(f) This subsection shall become effective on January 1, 2006.
(1) The Board of Psychology recognizes and accepts for continuing education credit courses that are:
(A) provided by American Psychological Association (APA) approved sponsors;~~,~~
(B) Continuing Medical Education (CME) courses specifically applicable and pertinent to the practice of psychology and that are

accredited by the California Medical Association (CMA), or the Accreditation Council for Continuing Medical Education (ACCME);

(C) sponsored by the Academies of the specialty boards of the American Board of Professional Psychology (ABPP).

(2) The board may recognize other entities to perform an accrediting function if the entity:

(A) Has had at least 10 years experience managing continuing education programs for psychologists on a statewide basis, including, but not limited to:

(i) Maintaining and managing records and data related to continuing education programs.

(ii) Monitoring and approving courses.

(B) Has a means to avoid a conflict of interest between any provider and accreditation functions.

(C) Submits a detailed plan of procedures for monitoring and approving the provider functions. The plan must demonstrate that it has the capacity to evaluate each course, including provisions requiring the following:

(i) Topics and subject matter shall be pertinent to the practice of psychology. Courses predominantly focused on business issues, marketing, or exploring opportunities for personal growth are not eligible for credit. Course material must have a relevance or direct application to a consumer of psychological services.

(ii) Each continuing education course shall have written educational goals and specific learning objectives which are measurable and which serve as a basis for an evaluation of the effectiveness of the course.

(iii) Instructors shall be competent in the subject matter of the course and shall be qualified by education, training, experience, scope of practice and licensure.

(iv) Each continuing education course shall have a syllabus which provides a general outline of the course.

(v) When an approved provider works with others on the development, distribution and/or presentation of a continuing education course (joint sponsorship), there shall be procedures to identify and document the functions of each participating party.

(vi) An evaluation mechanism shall be completed by each participant to evaluate the continuing education course.

(vii) Respond to complaints from the board concerning its activities.

(viii) The entity agency shall provide services to all licensees without discrimination.

(D) An entity must submit, in writing, evidence that it meets the qualifications in this subdivision.

(E) Upon written confirmation from the board that the entity has been recognized, the entity may advertise that it has been recognized by the board.

(3) Any licensee who receives approved continuing education course credit hours pursuant to this section shall submit verification of course completion and the participant report recording fee specified in section 1397.69 to a board recognized accrediting agency.

Specific Purpose of each adoption, amendment, or repeal: (Excerpted from the Initial Statement of Reasons)

The purpose of this proposal is to increase the number of quality continuing education courses by accepting those courses provided by sponsors approved by the American Psychological Association (APA), the California Medical Association, the Accreditation Council for Continuing Medical Education, and the American Board of Professional Psychology.

Factual Basis/Rationale (Excerpted from the Initial Statement of Reasons)

The continuing education a licensee accrues must be related to the assessment, diagnosis, and intervention for the client population being served pursuant to section 2915(h) of the Business and Professions Code. The board makes an ongoing effort to ensure that a variety of quality continuing education courses, relevant to a licensed psychologists' scope of practice, are available. By increasing the availability of acceptable quality continuing education courses, licensees will have a greater variety of courses from which to choose that best suit their area of practice.

PRESCRIBING PSYCHOLOGISTS' REGISTER INC.

The First and Oldest Training and Credentialing Organization for Psychologists in Psychopharmacology

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August 4, 2009

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Executive Officer,
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and (Via FedEx.)
Lavinia F. Snyder,
Licensing/Registration Coordinator
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2005 Evergreen Street, Suite 1400
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2009 AUG -5 P 12:20

Dear Addressees:

This communication follows an earlier letter from PPR to the Board dated almost one year ago, August 25, 2008, which Ms. Snyder has enclosed in her response to one of our California participants, who is a California licensed psychologist. (See enclosed.) Following our more recent petition/letter, dated April 20, 2009, to Mr. Kahane, (enclosed,) we are now concerned that since Ms. Snyder indicates that she was unaware of our letter, it may be that the Board members are also not aware of our communications, and that we are not placed on the Board's upcoming meeting's agenda.

The purpose of this letter is to receive a communication from the Board regarding these matters so that we are assured the Board members, (in a timely manner,) are made aware of PPR's concerns, petition, and its plight regarding continuation of providing PPR's CE programs to California licensed psychologists.

Also enclosed is a letter from Patricia VanWoerkom, Director, CPA Administration, Director, MCEP Accrediting Agency, informing PPR and the other MCEP Providers, that:

"Knowing that the regulatory change is going to require Providers to use other options to continue to provide CE for psychologists, the Board wants to ensure everyone has sufficient time to make *alternate arrangements*." (Emphasis mine. See MCEP enclosed letter.)

Please respond and place this issue before the Board at its August meeting, and please send the Board members a full copy of this packet, so that they have an opportunity to timely become aware of PPR's need to continue to present its CE programs and obtain parity with other entities recognized by the Board as **"Performing an Accrediting Function,"** and avoiding any undue double standard. When did the Board develop, vote to approve, and apply its established criteria to the current beneficiaries now **accepted by the Board to "Perform an Accrediting Function?"**
PPR is asking for that same benefits, so that it can continue its approximately 14 year old California CE program/formats.

I thank you all for your anticipated timely, and professional response.

Sincerely,

Samuel A. Feldman, Ph.D., FICPPM, FSMI, FSICPP
Encls. PC: Selected PPR members, PPR legal counsel, Calif. Board's legal counsel.

Prescribing Psychologists' Register Continuing Education for Psychologists, Acceptance of C. E. Sponsor Providers

Criteria, Policy, Standards&Procedures Manual For Continuing Education PPR Provider and For Continuing Education Sponsor Providers

4/15/2009

Prescribing Psychologists' Register, Inc.(PPR)
Continuing Education Provider/Sponsor Provider Division

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This manual is designed to petition, request, and subsequently satisfy the California Board of Psychology(BOP), to recognize PPR, a professionally qualified national and California statewide Provider of Continuing Education courses and seminars for over 14 years, and an active, known MCEP Provider of national and California State standing, as having met the Board's detailed criteria for recognition as an entity: " TO PERFORM AN ACCREDITING FUNCTION" (herein later described in detail below); and to functionally serve as equal to other entities "performing an accrediting function," to recognize PPR as a C. E. credentialing body (similar to other BOP recognized entities); to accept C. E. "Sponsors" to provide continuing education courses under its (PPR's) aegis. This manual will also serve as an ongoing reference resource to the C. E. Sponsor Provider's application process. There are appendices in this manual that can, and should be used as a reference tool.

Appendices include:

Appendix A: California Board of Psychology MCE Regulations

Appendix B: Potential Sponsor Course Examples Application Review Sheet This review sheet is used to evaluate applications or general program formats. The course example syllabus, and the curriculum vita of the presenter, is to address the relevant points listed in this review sheet.

Appendix C: Distance learning Courses -Special Guidelines for Distance Learning Courses

Appendix D: Appeals Process - should your application be denied - this is where you will find information to appeal the ruling and have an opportunity to provide more information as needed.

Appendix E: Audit Policy

Appendix F: Renewal Process Information for annual sponsor provider and courses

Appendix G: Promotional Materials - Guidelines on appropriate language for advertising

Appendix H: Conferences - This section explains the process of preparing a live conference/seminar application for review.

Appendix I: APA Ethical Principles of Psychologists and Code of Conduct - This is an excerpt of some of the APA codes utilized by PPR, which particularly apply to the approval process. PPR expects sponsor providers to abide by all of APA Ethical Codes, which may be found on the APA website: http://www.apa.org/ethics/

Appendix J: Contact Information - Whom to call and how to reach us.

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History of Mandatory Continuing Education in California

Prescribing Psychologists' Register (PPR) is among the very first MCEP Approved Continuing Education providers in California (Provider # PRE012).PPR is the first psychology organization to provide Continuing Education courses in the field of Psychopharmacology leading to a formal Certificate of Training for psychologists in that specialty area of knowledge and training. Following PPR's pioneering efforts, beginning in 1992, APA then promulgated their important "1996 APA Recommended Postdoctoral Training in Psychopharmacology for Prescription Privileges," which PPR has incorporated into its training program for professional unity, consensus, and coordinated advancement on behalf of psychologists throughout the U.S. and Canada.

All California Board of Psychology criteria, as currently still in force on this manual's edition date, (notwithstanding BOP's plans to make certain changes,) as currently promulgated in ss 1397.61 (Continuing Education Requirements), (1), (2), (A), (i), (ii), (B), (C), (i) through (viii), (D), and (E), have been repeatedly submitted and demonstrated by PPR to the MCEP (BOP's Continuing Education Agent), as an MCEP Provider for over a fourteen year period, is on record, and meets all the requirements as called for above by the BOP.

This very manual, its policies, standards and formats, are highly influenced by, and proudly utilizes many of the formats, standards, wordings and criteria promulgated and advocated by our professional psychology collegial organizations, such as APA, CPA, PPR, MCEP, various state boards of psychology, ABPP, and ICPP; and the APA Ethical Principles of Psychologists and Code of Conduct, as liberally utilized by many psychological organizations, in addition to other varied published and established professional psychology standards and criteria.

In former APA President Dr. Ron Levant's book, the collaborative efforts and recognition regarding Psychopharmacology program training, including PPR's, is best exampled by quoting a portion of
Chapter 7, as follows:
(Note portions **in bold,** refer to PPR.)

> "**CHAPTER 7**
>
> **MODERN TRAINING PROGRAMS**
>
> Ronald F. Levant, Judith E. N. Albino, Anita B. Brown, Sam Feldman,
>
> Raymond A. Folen, Peggy Kaczmarek, Elaine S. LeVine, Robert McGrath,
>
> Gloria Pickar, A. Eugene Shapiro, Cal VanderPlate1

(Footnote 1) The first author planned and edited the chapter and wrote the introduction. The other authors contributed program descriptions and are listed in alphabetical order. These program descriptions are drawn from a symposium on "Education and Training for Prescriptive Authority" that was conducted as part of the Presidential Miniconvention on Prescriptive Authority for Psychologists at the August 2000 Annual Convention of the American Psychological Association.

Following the success of the Department of Defense Psychopharmacology Demonstration Project in training military psychologists to prescribe psychoactive medications, civilian psychopharmacology training programs for psychologists began to develop. Over the last decade, a number of training programs have come into existence and many psychologists have undertaken the rigors of postdoctoral training in psychopharmacology, even though no U.S. state has yet passed a law that would allow civilian psychologists to prescribe psychoactive medication.

Over the past decade three types of programs have evolved: Postdoctoral programs that award certificates and/or continuing education credit; postdoctoral programs that award master's degrees; and predoctoral programs that award joint degrees. This chapter will present in some detail the specifics of all three types of programs.

One key element in the development of these programs has been the collaboration with state psychological associations. For example, in Georgia and New Mexico the state associations played the key roles in organizing the program. In other states, such as Louisiana, Texas, Oregon and Florida, the programs were built on a collaboration between the state association and an academic training program.

Several training programs have found that, after an initial enthusiastic response to their program, it has been difficult to get enough students to fill subsequent classes. Some theorize that this is due to the fact that early classes enrolled the "pioneers" in this new field of prescribing psychology, and that others are waiting for a law to be passed enabling psychologists to prescribe before they invest the considerable time, effort and money to get the advanced training. If this is true, that would be very unfortunate for the profession for at least two reasons. First, a law is not likely to be passed until we have a significant cadre of well-trained psychologists who are invested in obtaining a law and willing to expend the resources to get a state legislature to pass one. Second, such a "wait and see" approach is likely to result in our profession being left out in the cold as health care evolves in the 21st century with emphasis on e-health, primary care, and the creation of prescribing professionals.

The APA model curriculum calls for a supervised practicum experience of treating of 100 patients. Outside of the DOD PDP program it has not been possible for psychologists to actually conduct psychopharmacological treatment, since psychologists cannot legally prescribe in civilian practice in U.S. states. This issue has been discussed in numerous APA meetings on education and training for prescriptive authority. It seems clear that a until a training law (e.g., one that would enable psychologists to prescribe under supervision) has been passed, practicum training will of necessity be, to some degree, "virtual" training. That is, psychologists in such training may be able to offer a proposed prescription, but the prescription would have to be written by the supervising prescribing professional.

Psychologists who have undertaken the training are very positive about their experiences. For example, the New Mexico program conducted an evaluation (reported later in this chapter), which found a high degree of satisfaction with the training program. Several case vignettes are presented which illustrate how such advanced training in psychopharmacology has greatly enhanced the practice of trained psychologists. In Florida, the Nova Southeastern University program has found that, midway through the training after completing the first practicum, students report that the training program has enhanced their ability to practice in such diverse areas as collaborative health psychology practice, neuropsychology, forensic psychology and hospital–based practice.

We will now turn to a discussion of the training themselves. What follows are descriptions of a representative selection of the three types of programs: Postdoctoral programs that award certificates and/or continuing education credit; postdoctoral programs that award master's degrees; and predoctoral programs that award joint degrees. The program descriptions were written by the key people involved in each of the programs. Within each category they are presented in chronological order, from the earliest to the more recent programs.

POSTDOCTORAL CERTIFICATE OR CONTINUING EDUCATION PROGRAMS

Prescribing Psychologists' Register

The Psychopharmacology training program of the Prescribing Psychologists' Register (PPR) was the first to be established in the year 1992. PPR has the longest history and the most graduates, and is certified as meeting APA's guidelines for Psychopharmacology training, Levels I, II and III. More than 1,000 graduates have completed the seven courses towards designation as a Board Certified, Diplomate-Fellow in Psychopharmacology. The first course is offered either as an independent home video or live presentation, and the remainder have been offered in live presentation seminars (offered at sites in California, Florida, Oklahoma, Illinois, Texas, Ohio, Pennsylvania and New York). Since 1998, the PPR series of courses can be taken via Internet distance learning connection through the Fielding Institute, a regionally accredited institution. This program also is the first of its kind. The costs for courses in home video and live seminar presentations is 150 per course. Internet distance learning courses earning formal academic credits on transcript range from $250-$350 per course. Each course earns 18 CEU's towards the 300 required for completion of the program. Preceptorships are arranged with an M.D./D.O licensed to prescribe in the State in which the psychologist practices. The preceptor must submit to PPR periodic clinical reports and quarterly reports on the progress of the psychologist and sign off on at least 100 patient clinical progress records. The contact for PPR is: Samuel A. Feldman, Ph.D., President, Prescribing Psychologists' Register, Inc. 2110 N.E. 206th Street, N. Miami Beach, Florida 33179. Telephone 305.931.3552. Email ppr@aol.com.....

New Mexico State University Collaborative Program

When the New Mexico Psychological Association Task Force on Prescriptive Authority was established in 1996, the members determined that educating a cadre of psychologists in psychopharmacology was a primary goal. This Task Force reasoned that the trained psychologists would be able to speak with knowledge throughout the state on issues and benefits of psychologists' prescribing psychotropics. Furthermore, these psychologists would be informed leaders within the state, able to make wise decisions regarding legislative efforts to gain prescriptive authority.

The goals for the psychopharmacology training were: 1) The program should be housed within New Mexico, preferably under the auspices of a state university. The Task Force reasoned that a state educational program would be compelling to the Legislature, as it would demonstrate that New Mexico has psychologists ready to prescribe psychotropic medications and prepared to educate further psychologists to be safe and effective prescribers of psychotropic medications upon the passage of prescription authority legislation; 2) The educational program should be built upon a psychological foundation that fulfills the level III requirements established by the American Psychological Association's Blue Ribbon Committee on Prescriptive Authority. The New Mexico Task Force's goal is for graduates of the program to prescribe as psychologists, using psychotropic medications as one of the various tools in their armamentaria; and 3). The educational program needed to integrate all necessary learning from the medical field so that the graduates would be safe prescribers who would practice competently and collegially with the respect of physicians and others in the allied health field. A great challenge was to provide this program in an economically poor and sparsely populated state (with only 350 active licensed psychologists). Program goals needed to be accomplished in an economically conservative structure that that could prevail with a relatively limited number of students.

Curriculum and Course Structure

The curriculum is a post-doctoral certificate program in psychopharmacology for psychologists housed at New Mexico State University in Las Cruces, New Mexico. It is the first post-doctoral certificate program in New Mexico. The program is taught in a weekend format that meets approximately every six weeks for a total of seventeen weekends, which is three-hundred and six hours of didactic instruction.

The first seven weekend courses follow the curricula developed by the Prescribing Psychologists Register (PPR). These seven courses provide an intensive overview of pharmacology and psychopharmacology, neuroanatomy, diagnosis and treatment (psychologically and pharmacologically) of mood disorders, anxiety disorders, sleep disorders, psychotic disorders, organic disorders and disorders of children and the elderly.

With the support of PPR, the aid of pharmaceutical companies, as well as student tuition, courses have been taught by national and state scholars in psychopharmacology (mainly M.D. psychiatrists and some Ph.D. psychologists and pharmacists with advanced training in psychopharmacology). Upon completion of the first seven weekend courses, students receive the designation of FPPR, Fellows of the Prescribing Psychologists' Register....."

PPR supports and offers mandatory continuing education of most, if not all subject areas in professional psychology, not just in Psychopharmacology. Such continuing education encourages better practice, and increases client welfare, provides a deeper and broader knowledge base, and decreases psychologist isolation, while increasing practice techniques and efficacy.

In 1992, (coincidently, the same year that PPR was incorporated,) the California Senate Bill 774 was approved, which instituted mandatory continuing education for psychologists. The success of this bill rests mostly in the cooperative working relationship that was established with the California Board of Psychology (BOP), and the assurance that quality education for psychologists would result.

The regulatory process included several public hearings before final approval by both the Department of Consumer Affairs and the Office of Administrative Law.

These regulations define what is required of licensees, who is exempted from the requirement, what the responsibilities of an approved sponsor provider are, what a continuing education course is, and what fees are charged.

The PPR Review Committee

As sated previously, PPR's manual, "its policies, standards and formats, are highly influenced by, and proudly utilizes many of the formats, standards, wordings and criteria promulgated and advocated by our professional psychology collegial organizations, such as APA, CPA, PPR, MCEP, various state boards of psychology, ABPP, and ICPP; and the APA Ethical Principles of Psychologists and Code of Conduct, as liberally utilized by many psychological organizations, in addition to other varied published and established professional psychology standards and criteria." This fact is reflected throughout this manual.

The PPR Review Committee is responsible for reviewing all sponsor provider and course applications as might be required. The Committee will consist of approximately 10 - 15 experienced psychologists from a wide variety of practice specialties and settings. Committee members, operating in two person teams, will conduct the peer review portion of the review process. The Committee is mandated to schedule reviews of submitted applications throughout the year. Committee deliberations regarding approval will be confidential except:

1.- When the Committee is legally advised or required to disclose such information and/or

2.- when staff or other authorities consistent with licensee function oversight, require this information.

In processing an application, the Committee will be guided by State law (Section 2915 of the Business and Professions Code), BOP regulations (Article 10, Title 16, Sections *1397.60 - 1397.69)* and PPR's Criteria, Policy, Standards & Procedures Manual. The Committee may seek information or consultation with other external sources provided there is no conflict of interest.

Every effort is made to have the Review Committee accessible to sponsor providers who require assistance in the application and appeals process.

PPR SPONSOR PROVIDER APPLICATION OVERVIEW

The PPR sponsor provider Application is designed to communicate both sponsor provider standards and the information we require to process an application. The application consists of the cover sheet and two sections: Program Selection and Development; and Administration.

All standards are based on PPR regulations or specific policies and procedures adopted by the PPR Review Committee. Answers to the questions should focus on methodology and process. The questions are, for the most part, context and process oriented. Applications are assessed on the basis of thoroughness in addressing the standards, procedures and policies of the C. E. program.

As there are a wide variety of sponsor provider types, from established institutions such as hospitals and professional schools, local and national professional associations, to individual and group entrepreneurial ventures, there are a variety of approaches that will satisfy the standards. For individual sponsor providers, not all questions will apply equally and some may not apply at all. If this is the case, a brief explanation will suffice.

Who May Apply

Both organizations and individuals may apply to become PPR sponsor providers. All applicants must be willing and able to follow the BOP regulations and the guidelines as well as the standards and policies in this PPR manual.

Application Procedure

Three copies of the application must be submitted during the initial application process. One copy is kept in the PPR files, and the remaining two copies are mailed to geographically separate members of the PPR Review Committee for content review. Mail the three (3) copies of the application and all attachments, along with the non-refundable application fee, to:

PPR sponsor provider Dept.
2110 N. E. 206 Street
North Miami Beach, FL 33179-2229

Please be sure to answer all questions on the application.

If there are any questions, write to PPR, or call the PPR sponsor provider assistance line at (866) 653-8777.

Approval Process

Applications are submitted to PPR directly for review.

Once an application has been sent to PPR, for review, a postcard is mailed, regarding the status of the application, when it was sent for review, and when we expect to respond as to its final status or need of modification/corrections. All applications will receive a written response as to their final status.

Incomplete Applications

If an application does not contain sufficient material to allow for either the administrative or content review, the application will be considered incomplete. Such notification regarding the status of the application, and the material needed to complete the review process will be sent. Once an application has been determined to be incomplete, the review process will stop until the necessary information has been received by PPR.

Denial of Applications

Sponsor providers who cannot clearly document that they meet the standards stated in the application (as defined by BOP regulations and this Manual) will be denied approval. A written statement of reasons for denial will be mailed to the applicant.
An applicant denied approval may appeal the decision. If the appeal is denied, an applicant may request a Review Committee liaison to resolve the issue.

Appeals

Generally, appeals must be filed within 60 days of receipt of the letter of denial. Please refer to the Appendix for more information.

Probation

If an approved sponsor provider fails to follow the criteria and procedures outlined in this Manual, the sponsor provider may be placed on probation. The PPR Review Committee will determine the length of the probation on a case-by-case basis.

During this probationary period, the sponsor provider may continue to offer PPR courses that were approved prior to the initiation of the probation. These, however, will be closely monitored by the PPR Review Committee. At the end of the probationary period, the sponsor provider must document all efforts made to address the concerns raised in the original probation letter. If corrective action and documentation is not undertaken, sponsor provider status may be revoked.
If courses are submitted for approval during a sponsor provider's probationary period the applications may be held depending on the reason for and the status of the probation.

Probation is used to address problems that are program oriented. The intent of the probation status is to allow for a mechanism by which PPR can assist the organization in working through problem areas.

Administrative Hold

If the sponsor provider fails to act in accordance with the BOP or PPR C. E. regulations or standards, regarding the administrative functions of the PPR program, the sponsor provider's approval status may be placed on Administrative Hold. The hold status will remain in effect until the sponsor provider can assure PPR that necessary changes have been implemented.

During the Administrative Hold period, a sponsor provider may not submit course applications. The problems that can cause a sponsor provider to be placed on Administrative Hold normally involve the application and after course reporting process. As administrative problems, such as attendee reporting, can affect a psychologist's renewal efforts, the highest importance is placed on resolving these problems as quickly as possible. If corrective action is not taken to resolve administrative problems, sponsor provider status may be revoked.

If a sponsor provider has been placed on Administrative Hold, the sponsor provider may not be allowed to renew through the established Sponsor Provider Status Renewal process. Instead, the sponsor provider will be required to reapply using the Initial Sponsor provider Application process. Notification of the renewal status will be included in the Administrative Hold release letter.

Revocation of Approval

If a sponsor provider's approved status is revoked, that revocation of approval will extend to any course that has received approval but has not yet begun. The sponsor provider is responsible for notifying attendees in advance that the course is no longer approved for PPR C. E. Credit. Licensees will be able to receive credit for courses that have commenced prior to notice of revocation.

Changes to Your Organization's Application

Any change that occurs within your organization that effects the Information that you have provided in your original sponsor provider application must be reported to PPR within 30 days. Some changes, such as a change of your organization's program developer or consulting psychologist, or changes that affect the material or instructor selection process, require the approval of the PPR Review Committee. The request for approval should take the form of an appeal to Committee. It is the sponsor provider's responsibility to understand changes that effect the application. Other changes can be made by notification to Committee Please use the Change of Information form included with this manual for all change notifications. If you have any questions regarding changes to your sponsor provider application, please contact PPR directly.

Filling Out the Sponsor provider Application

Applicant

Use the legal name of the organization or entity; not the person completing the application. This will be used as the official Approved Sponsor provider name.

To change the Approved Sponsor provider Name, please use the Change of Information form included with this manual. A cover letter, explaining the reason for the name change, and an assurance that the information contained in the original Sponsor provider Application has not been effected by the name change, is also necessary.

Sponsor provider Types are defined as follows:

Organization - Any group of individuals formed for the purpose of conducting continuing education courses, with a staff dedicated to performing administrative duties, and a group that functions as a means of providing objective overview of content related activities.

Individual - A single person or group of not more than two people that form for the purpose of conducting continuing education courses, with an administrative staff of up to two persons dedicated to performing administrative duties. Individual sponsor providers do not usually possess an intrinsic method of objectivity, such as a committee dedicated to content or instructor review.

A.- PPR Program Developer

This person is responsible for ensuring that the content of the continuing education courses adheres to PPR regulations and policy. Typically most program developers are licensed psychologists. While this person is not required to be a psychologist, a licensed psychologist should be consulted regarding program development. If the sponsor provider utilizes a consulting psychologist, it is necessary to submit a curriculum vita for that person as well.

If the organization changes the person listed as Program Developer, at any time, the vita of the new developer must be submitted with the Change of Information form. If the person selected as Program Developer has been reviewed, and approved as a Program Developer for your, or any other, organization within the last two years, you do not need to submit a vita. If this is the case, please send a cover letter listing when and where that person was an approved PPR Program Developer.

B.- PPR Program Administrator

This person is responsible for ensuring that the sponsor provider organization adheres to PPR standards and policy as they relate to the administration of its CE Program. The Program Administrator is not required to be a psychologist and this position could be combined with PPR Program Developer.

C.- Person Responsible for PPR Program Records

This person is the key contact for any questions or data retrieval from the sponsor

as the PPR Program Administrator. The records storage site listed is presumed to be the primary storage site for all course records.

D.- Sponsor provider Type

Please mark the sponsor provider type that best fits your organizational description.

E. Specialty Area/Primary Theoretical Approach

If you or your organization has a particular area of specialty, or theoretical approach, please list the area or approach in this block. The specialty area should be appropriate for the training and experience of the person or persons responsible for program development. This is not meant to limit the scope of your program, but to give the PPR Review Committee insight into your organizational approach to program development.

F. Organizational Accreditation or Recognition

If you or your organization are accredited or recognized by any state or nationally recognized group or agency, please list the accreditation or recognition in this block.

Section I - Program Selection and Development

A.- Curriculum Content

Organizations or individuals applying to become PPR sponsor providers are expected to provide programs relevant to licensed psychologists in the areas of psychological practice, theory, research, and methodology at the post-licensure level. Programs are also expected to demonstrate a direct benefit to the client as a consumer. A central concern is that programs address the needs of licensed psychologists and offer opportunities to improve or expand their knowledge and skills that directly relate to the professional practice of psychology. If your organization intends to offer distance learning courses, a rational methodology for selecting an appropriate delivery method for the material must be present. These expectations and concerns must be met even if the primary audience is not licensed psychologists.

B.- Program Development

In this section, please provide information on either the overall CE Program Developer or whoever has primary responsibility for the portion of your CE program that is relevant to psychologists. If your organization intends to develop distance learning

courses, the Program Developer should have some expertise in the development and delivery of this type of program. Your Program Developer is not required to be a licensed psychologist. However, the Program Developer must have access to a licensed psychologist for consultation regarding program development of continuing education courses for licensed psychologists. The consulting psychologist must be identified by name and curriculum vita.

C.- Goals and Objectives

1. **Goals and Objectives** - These should relate to continuing education specifically for psychologists, as opposed to any other mental health or other professional group.

2. **Balance and Objectivity** - Commercial viewpoint is an issue when the line is blurred between whether the course is a sales presentation or an educational presentation. Is the course designed to market or sell a particular service or product or to educate? Please see the Board of Psychology Regulations, Section 1397.65 (c) (5) and the APA Ethical Principles of Psychologists and Code of Conduct for more information.

D.- Instructional Staff

1. **Criteria** - PPR sponsor providers are expected to select instructors who are competent and knowledgeable in program content and are skilled teachers. Review of instructors' prior teaching experience, prior evaluations, publications, and references are all means of assessing instructor qualifications. Instructors are not required to be licensed psychologists but are expected to have sufficient expertise to provide post-licensure education to psychologists and must be providing instruction in areas that are within their training and scope of practice. Individual sponsor providers should list the resources available to them in reviewing instructor qualifications for areas outside of their specialty or expertise.

2. **Teaching Methods** - "Innovative and interesting teaching methods" means almost everything other than the traditional stand-and-deliver lecture: interactive discussions, break-outs, case material, inviting handouts, overhead graphics, modem technology, use of computers, etc.

The answer to the previous question (criteria) explains the qualifications of your instructors in terms of program content. This question refers to platform ability.

Section II - Administration

A.- General Organization

A well-administered continuing education program is essential to maintaining high quality CE programs. Therefore, a PPR sponsor provider should have a clear administrative structure with a designated administrator responsible for CE programs. The administrator need not be a psychologist but must be aware of all laws and regulations regarding PPR.

Lines of administrative responsibility should be clearly established to insure compliance with PPR criteria and procedures even in the event of administrative staff

changes. An internal policies and procedures manual may be a useful tool to ensure continuity in the event of personnel changes.

PPR approved sponsor providers are expected to demonstrate that they have sufficient administrative staff resources and budget to develop and implement programs and maintain required documentation. It is recognized there will be differences in size and complexity of administration for PPR sponsor providers, depending upon the size of sponsor provider organizations and the scope of CE curricula offered. However, financial resources must be adequate to support all program costs.

B.- General Monitoring

I. Annual Review - Your organization is expected to have some method of review for changes to the MCE regulations and PPR policy. An annual review is not required; however, you must explain how you and your organization will maintain awareness of changes to the PPR program.

2. **Instructor Monitoring -** This question refers to ongoing instructors and long-term performance, not initial selection criteria or one-time guest lecturers. Individual sponsor providers, where the sponsor provider is the only instructor to be used for courses, should have some means of independent peer assessment.

3. **Course Evaluation -** PPR sponsor providers are expected to obtain feedback on every course offered regarding quality of instruction, instructor's knowledge and expertise, usefulness of knowledge for participants, and fulfillment of educational objectives. A summary of these evaluations will be submitted to PPR upon the conclusion of the PPR course.

PPR sponsor providers may use the evaluation developed by PPR. This form, as a sample, must accompany the application.

4. **Evaluation Feedback -** This data should be used to improve program and instructional quality. Individual sponsor providers should demonstrate how they will maintain objectivity throughout the evaluation process. If you have access to colleagues or organizations that can assist you in areas outside of your expertise, please include them in your explanation.

C.- Record Keeping

According to BOP Regulations, Section 1397.65 (c)8(f) "The approved provider shall be required to maintain attendance records for three (3) years for each continuing education course. Acceptable documentation of participation shall include attendance rosters, sign-in and sign-out sheets, and completed course evaluation forms." Records to be kept include the complete sponsor provider application, including all changes, all course applications, including attachments and any material submitted under appeal, psychologist attendance records, and course evaluations. All documentation should clearly state the PPR approval number.

D.- Ethical Complaints

Sponsor providers are expected to use and abide by the APA Ethical Guidelines. This question also. concerns the process the sponsor provider will use when investigating ethical complaints involving licensed psychologists. Your answer should also include a statement regarding your willingness to refer ethical complaints to outside agencies, such as a local psychological association, CPA, or APA, or the BOP when necessary. Individual sponsor providers should explain the process by which they will maintain objectivity when investigating ethical complaints.

If at any time, there is an ethical concern as to any aspect, activity, or individual action within your C. E. Program, please write to:

Prescribing Psychologists' Register, Inc.

2110 N. E. 206 Street

North Miami Beach, Florida 33179-2229.

Or call the PPR sponsor provider Assistance line at (866) 653-8777.

E.- Equal Opportunity

1. **Organizational** - The assumption is that your organization, or you as an individual sponsor provider, have an equal opportunity policy and that you do not engage in discriminatory behavior. The intent of this question goes beyond "policy" to actions. How do you implement your policy? How are you creating a diverse, mutually supportive culture within your organization? What makes it real and not just words on paper?

2. **Curriculum - There are many ways of addressing issues of cultural diversity within** a curriculum. This question addresses implementation rather than policy. The following list is not meant to be definitive, but rather a place to begin:

- Does the course development or selection process include individuals from a variety of religious/cultural/race/age, gender or sexual orientations? Are instructors required to maintain an awareness of and sensitivity to the issues of these varied groups? Do you actively recruit instructors representative of (or competent by training or research to address issues of) race, cultural background,immigrant status, age, sexual orientation or religion?

- Does your marketing encourage participation by all people interested in the field? Do you look for opportunities to encourage ethnic minority participation?

- Does your course evaluation process invite feed back in this area?

F.- Equal Access

Facilities must accommodate and be accessible according to standards of the Americans with Disabilities Act. This criterion includes access to restrooms, parking spaces, overnight rooms, and meeting rooms. While public buildings (hotels, hospitals, universities) are all well aware of these requirements, some are more successful than others in implementing the spirit of this law.

Your answer should address how you determine whether a facility will meet the needs of your attendees. How do you determine the needs of your attendees in advance, including

Section III - Authorization

In addition to the overall spirit and concept of the PPR program, there are several sections of the APA Ethical Principles of Psychologists and Code of Conduct that directly relate to the operation of an PPR Program; Specifically, 3.01 - 3.05 (Advertising and Other Public Statements), 5.08 (Use of Confidential Information for Didactic or Other Purposes), and 6.01 - 6.05 (Teaching and Training Supervision.) Please see Appendix G of this manual for further information.

Both signatures are required to process the application.

Section IV - Payment

Fees are established according to PPR's low fee policy. PPR as an approved provider in its own right has long established a low fee structure for its approved C. E. Credit courses.

Checks should be made payable to: PPR

Only Master card or Visa credit cards are accepted.

PPR COURSE APPLICATION OVERVIEW, (IF CONTINUED AS A NEEDED PROCESS BY BOP.)

According to BOP regulations, Section 1397.65(e), approved sponsor providers must apply for approval for each continuing education course, whether the course is being offered for the first time or repeated. **This requirement is now being re-considered by the BOP, and may be discontinued. Please check with PPR before processing this section.**

There are two *PPR* Course Applications: one for initial course approval and the second for exact repeat/renewal course approval. As with the sponsor provider application, the initial course application consists of a multi-page application form, course syllabus and vita for each instructor/presenter/panelist. The exact repeat application is a simple three-page application. For more information regarding the Exact Repeat/Renewal application, please see that section of this manual.

Who May Apply (If The BOP Does Not Discontinue The Individual Course Requirement.)

Approved PPR sponsor providers may submit a course for approval. Course applications may be submitted in conjunction with the initial sponsor provider application; however, they will not be reviewed until the sponsor provider application has been approved.

Co-sponsorship is defined in BOP regulation (Section 1397.64 (a) (1) (E)) as "when an approved sponsor provider works with others on the development, distribution and/or presentation" of a course. If a course, or the larger event a course is a part of, is sponsored in full or in part by another organization, the co-sponsorship section of the initial course application must be completed in full.

Application Procedure

Three copies of the application must be submitted during the initial application process. One copy is kept in the PPR files, and the remaining two copies are mailed to geographically separate members of the PPR Review Committee for content review. Mail the three (3) copies of the application and all attachments, along with the non-refundable application fee, to:

Prescribing Psychologists' Register, Inc.

2110 N. E. 206 Street

North Miami Beach, Florida 33179-2229.

Please be sure to answer all questions on the application or the application cannot be reviewed.

NOTE: If there have been any changes to basic information (address, key staff, phone or fax number, primary record storage site), and PPR has not already been notified, a Change of Information form must be submitted with any course application.

If you have questions, please write to PPR directly, at the address above, or call the PPR sponsor provider Assistance line at (866) 653-8777

When to Apply

When PPR receives an application, it is sent out to review to our volunteer committee members within a week. On a rare occasion it may be held up an additional week, waiting for more information requested by PPR staff. The processing time for all applications is six to eight weeks. Sometimes a course may be reviewed in a shorter span of time, but it is wise to allow more time in case of problems.

Allow that all course applications, whether initial or exact repeat, be submitted at least 30 days prior to the course start date.

There are several ways to avoid having the application returned to your organization for not meeting the 30 day requirement, and then having to resubmit it under appeal. The appeal process is reserved for those occasions when something catastrophic has occur'ed to prevent you from submitting the application. This would involve the serious illness of one of the primary staff responsible for the application process or a natural or man-made disaster involving your facility. Below are the steps you should take to avoid problems with the 30 day requirement.

Submit the application incomplete. This should be your first choice. If you have the majority of the application complete, and are waiting on some final syllabus or vita material, submit the application with whatever you have ready. PPR staff will review the administrative portions of the application and send you a memo detailing what must be sent to complete the application. As long as we receive the application at least 30 days before the course start date, the application can be accepted for review. The review process will be completed when the remainder of the material arrives. Please remember that the review process takes between 4 to 6 weeks to complete once the application is determined to be *complete.*

Submit a placeholder for the application. Fax the cover sheet for the course application, and a cover letter of explanation, to PPR. If you do not have time to submit an application incomplete, fax the cover sheet to us and we will conditionally accept the course application pending the material's arrival in the mail. We will not accept faxed cover sheets for courses more than 5 weeks or less than 4 weeks from the course start date, so please use this only for those courses that always seem to come together at the last possible moment. If a full application (complete or incomplete) does not arrive within thirty (30) days of the fax, we will return your fax and the course will not be accepted for review.

Submit a letter of appeal with the course application. If the course application is submitted using one of the above methods, the 30 day requirement may be repealed. Please be aware that PPR cannot accept an appeal without clearly documented cause detailing the significant circumstances that kept the application from being submitted, by either the regular or abbreviated process described above, within the regulated time frame.

Approval Process

Applications are submitted to the PPR where they are reviewed by PPR Review Committee. Once an application has been sent to the PPR Review Committee for content review, notification is mailed regarding the status of the application, when it was sent for review, and when we expect to notify you further. All applications will receive a written response as to their final status.

Sponsor provider approval does not guarantee approval for any specific course. Each course must be proposed and reviewed individually once a sponsor provider has been approved, **unless the BOP decides to discontinue the individual course procedure.**

Incomplete Applications

If an application does not contain sufficient material to allow PPR to perform either the administrative or content review, the application will be considered incomplete. Notified regarding the status of the application, and the material needed to complete the review process will be sent.. Once an application has been determined to be incomplete, the review process will stop until the necessary information has been received by the PPR.

Denial of Application

Sponsor providers who cannot clearly document that a course meets the standards stated in the application (as defined by regulation and this manual) will be denied approval. A written statement of the reason(s) for denial will be mailed to the sponsor provider.

Sponsor providers denied approval for a course may appeal the decision. If the decision is not appealed, an applicant must wait at least 6 months from the date of the final notification of denial before re-submitting the denied course.

Appeals

Generally, appeals must be filed within 60 days of receipt of the letter of denial. Please refer to the Appendix for more information.

Changes to the Course Application

Changes to the sponsor provider's course application must be reported to PPR within 30 days. Any change to the course syllabus, instructional time, or instructor must be approved by the PPR Review Committee. Changes to these areas must be submitted in the form of an appeal to the Committee. This process normally takes two to three weeks from the time the appeal is received by the PPR staff. Changes of course location can by done through written notification (mail, fax or email) to PPR. Changes of course dates may also be done through notification, but the new course dates must be within a year from the date of the course approval letter. If you have any questions about course changes, please contact PPR.

PPR Initial Course Application Guide

A. Sponsor provider Information

This information must reflect the information from your approved sponsor provider application. Any changes to your basic sponsor provider application must be made, in writing, using the Change of Information *form* enclosed with this manual or on organizational letterhead. Please see the Sponsor provider Application section, page 6, for more specific direction concerning changes to your sponsor provider application.

B. Course Information

Course Title - should be brief rather than exhaustive and must not consist of more than 75 characters. This title will be the official course title and may be published as part of the PPR sponsor provider And Course Database. The *PPR* reserves the right to edit for length and clarity. An expanded title may be used in the course syllabus and promotional materials.

Course Category - refers to the delivery method of the course. Please see the section of this manual titled Key Terms for more information on the different categories of courses.

Standard Course Fee - refers to the fee charged when no discounts or special circumstances apply.

Course Date(s) and Time(s) - *For* ongoing classes, the date should be the range between start and end meeting. Courses may be listed as "TBA" (To Be Announced), as long as the actual course date is more than 30 days after the course application has been submitted. You must notify the Accrediting Agency of the actual course date before the course start date. The PPR reserves the right to edit for length and clarity.

For single meeting courses, the information can be more precise, i.e., Course Date: June 18th, Course Time: 9am - 5pm.

Target Audience - The PPR Review Committee will take into account your intended audience and the venue when conducting the content review of your application. This information can be critical to the review of multi-disciplinary events.

NOTE: Many continuing education course offerings are structured to meet the CE requirements of several mental health professions (Licensed Clinical Social Workers (LCSW), Marriage and Family Therapists (MFT) and School Psychologists in addition to Licensed Clinical Psychologists. When submitting an application targeted to several professions, please specify how your educational program will meet a post -doctoral level of training for clinical psychologists.

Additionally, if the target audience should include other Non-Mental Health Professionals and/or the General Public, please explain how the educational program would be beneficial to both a Non-Mental Health Professional and/or the General Public AND a licensed psychologist.

Total Instructional Time - According to BOP regulations (Section 1397.60 (c), credit hours must directly relate to actual hours of instruction. PPR credit will not be offered for programs less than one (1) hour in length. For courses longer than one (1) hour, all breaks over 15 minutes must be subtracted when calculating the total instructional time for the course application.

However, programs that are at least three hours long may allow one fifteen (15) minute break for participants. This break will not be deducted from the calculation of total hours earned. PPR credits will be assigned in units of whole or half hours. For conference sessions, please see the Conference Guide (Appendix H). This information must be provided before the application undergoes the administrative review.

If the PPR Review Committee has any questions as to how the number was calculated, more information on your method will be requested before course approval is granted.

C. Primary instructor Information

For courses where more than one instructor is utilized, one person must be identified as the primary instructor. This person does not have to be a licensed psychologist, but must meet the requirements of the Board of Psychology Regulations Section 1397.64, (a)(1)(C).

> "Instructors shall be competent in the subject matter of the course and shall be qualified by education, training, experience, scope of practice and licensure."

The Primary Instructor is responsible for the overall course material and ensuring that its presentation conforms to the stated goals and objectives. This includes responsibility for the administration of the participant and course evaluation.

D. Co-Sponsorship

Co-sponsorship is understood to mean the mutual development of an educational program with another organization or individual. An PPR sponsor provider may not lend sponsor provider status to another group for a course in which the PPR sponsor provider was not directly involved in the development process. Co-sponsorship entails the same responsibilities and liabilities for the PPR sponsor provider as a single sponsor program. If the course is not co-sponsored, please mark the appropriate block on the application. For more information, please see Section HI, b. of the Initial Course Application Guide.

Contact Name - refers to the key contact at the co-sponsoring organization.

Section I - Course Material

Course Syllabus Material

Course syllabus requirements are outlined in BOP regulations, Section 1397.64 (a) (1) (B & D), and 1397.65 (c) (7).

The PPR regulations require that courses be pertinent to the theory, and methodology of psychology, be taught at the post-licensure level, and enable a psychologist to provide better psychological care to the consumer.

NOTE: The volunteer psychologists that review course applications to ensure that they meet the PPR requirements have nothing other than the material you have submitted by which to judge courses. Material must clearly demonstrate how the course meets the requirements. If any part is not clear, the course will, in most cases, be denied for a lack of information.

The traditional academic syllabus consists of three basic parts. These are the course outline, description of content, and goals and objectives. A definition of these terms follows:

Course outline - This is the time schedule for the course. Most courses consist of several blocks of information. It is important to know the time spent on the individual blocks of material. This will tell the reviewers if an instructor intends to cover basic material thoroughly, as is appropriate in a graduate level course, or if a base of knowledge is expected in order to cover advanced material in depth. If the course has an experiential component, clearly show that component in the time outline. Courses must be predominately didactic to be approved for PPR credit. *Note: Courses* three (3) hours or longer must have a timed outline.

Description of content - This is the most important part of the syllabus. The description is a statement of the intent of the course. The basic requirements for the PPR program should be addressed within the description. This tells the reviewers what the instructor intends to teach and how that information will meet the requirements of the PPR program. Also, the description gives the sponsor provider the opportunity to clarify areas that may not appear to meet the PPR requirements. If a course concerns business practices, which are not acceptable for PPR credit, but intends to improve panes care the description should contain a statement regarding how the course is focused to benefit the consumer, rather than the individual psychologist. Also, if a course appears as fit could be taught at the graduate level, the description should clarify how the course *will* be brought up to the professional level. You must specify your target audience's descriptive material. If the program is focused to a multi-professional audience (LCSW, MFT, School Psychologist, or other professions) please explain why the content is appropriate for licensed clinical psychologists.

Course goals and objectives - Every course is taught with a specific intent. This is the portion of the syllabus material where the intent is explained. The objectives of the course consist of what the instructor expects the psychologist to learn as a result of attending the course. The goals are larger benefits that are expected to be derived from attendance. A single goal may consist of several individual objectives.

A vita can be any document listing education, training, scope of practice or licensure, experience, workshops, presentations or papers to support competence in the subject matter being presented. The PPR Review Committee may request additional information prior to or after approval is granted.

In general, only the Primary Instructor vita must be submitted, unless other instructors teach significant portions of the course material. Sometimes when the program is a conference, guest lecture series, hospital in-service series or similar situation where the "Primary Instructor" only has meaning in terms of general program development, then the program developer may list themselves as the primary instructor. However in these cases, a vita must be submitted for the instructor of each session and/or panel members. Please see the following section regarding Conferences and Grand Rounds/In Service training for more information.

For courses with a common syllabus, but several different instructors teaching at different locations throughout the year, you may submit several vitae with the initial course application. You must, however, submit a cover letter explaining your intent, and mark those vitae as optional primary instructors. Please see the Exact Repeat Course Application section of this manual for further information.

Course Application Review Sheet

A copy of the worksheet containing the review criteria can be found in Appendix J of this manual. Your Program Developer should review this worksheet during the program development process to determine if the material to be submitted clearly provides the information the PPR Review Committee must have to approve the application.

Conferences

While conferences vary greatly from organization to organization, the primary issue is the concurrent nature of conference presentations. Please see appendix L for more information concerning how to submit a conference application. Applications that follow the guide will receive priority over those that do not. Large or complex applications that do not follow the guidelines, may be returned, or be significantly delayed.

A - 1 , is defined by PPR as a (singular) course consisting of presentations, in accordance with Board of Psychology Regulations Section 1397.60 (e). Each of those presentations cannot be less than an hour in length. The application for a conference consists of the primary course application form, the section documenting procedures for attendance monitoring, course evaluations and other administrative details that would apply to the entire conference. An overall schedule, clearly showing the sessions for which PPR credit is being requested, must be included with the application. If there are concurrent sessions, we request that you submit a schedule of sessions in a table format as outlined in Appendix L. The bulk of the application then is an attached collection of syllabi, CV's and participant evaluations for each presentation. A vita must be submitted for each individual instructor/presenter.

The fee for the conference application is $100.

The standard used to determine if a conference, or any portion of a conference, is eligible for PPR credit is unchanged. Presentations must still contain a didactic portion, and be directly related to the theory, practice or methodology of psychology at the post-licensure level. Meaningful participant evaluations are still required along with active attendance monitoring. Your organization is responsible for selecting a participant evaluation mechanism that is meaningful. As all these are clearly regulatory requirements, with full BOP support, the accrediting agency has no allowance to alter them but will work with you to adapt them to your conference situation.

Each presentation within a conference course must meet PPR criteria as described above in order for an attendee to receive credit. For example: a conference course is submitted for seven hours of credit and it contains 15 presentations. Upon review, two are deemed to not meet PPR requirements. In order for a psychologist to receive the seven hours of credit, he or she can only select from the 13 presentations that were accepted.

As the majority of denials are for incomplete information, the sponsor provider in this example would have the opportunity to appeal and submit more information on the two presentations denied and they can subsequently be approved.

Variable credit can be granted based on the total number of presentations a psychologist attends within a conference. Credit cannot be granted for any single presentation that is not attended in full.

Grand Rounds/1n Service Training Courses

The PPR will accept Grand Rounds/In Service Training course applications for review providing we have a reasonably complete schedule of events, CV(s) for the presenters, and complete syllabus material (description/outline/goals & objectives) for a reasonable portion (30%) of the presentations.

For Grand Rounds/In Service Training courses the Primary Instructor can be the Program Developer. If this is the case, a vita is not necessary for the primary instructor, but must be submitted for each individual instructor. Presuming the reviewers can ascertain that the presentations for which we have complete information meets the PPR regulated standard and that, based on the schedule, the rest of the program looks like it will also be at the same standard, then the course will be "conditionally" approved. You will receive a letter verifying the course status of conditionally approved.

Before we can grant credit to the psychologists who attend the remaining sessions, we will need full syllabus material and instructor CV's on the balance of the presentations. This can be submitted in logical batches during the year, for instance monthly if the course covers a 5-6 month time frame, or at the end of the course. When the additional material is submitted include a copy of the original "conditional approval" letter in order for staff to identify and match it with the proper course.

It is to your benefit to send the material in advance because of the need for peer review, and the inability to change a session that has already occurred. If there is a problem, it can then be addressed prior to the presentation so the psychologists can receive full credit for the series. However should a session be denied, the sponsor provider may

submit an appeal. Your organization is responsible for informing psychologists of the course end date and when they will be reported for PPR credit.

Distance Learning Courses

Distance learning courses are handled like any other traditional course. The application process is identical, except for a few additional responses that you must provide. The primary difference between a Distance Learning course application and a regular course application is the requirement to submit a copy of the learning assessment required by the Board of Psychology with your course application. Please see Appendix C of this manual for further instructions.

Section II - Evaluation Process

Requirements for both a course evaluation and a participant self-evaluation are outlined in regulation, Section 1397.64 (a) (1) (B & F). PPR sponsor providers and their instructors are expected to use discretion in choosing the most appropriate format for each program.

Course Evaluation - A course evaluation must be submitted with the course application. This is a subjective evaluation regarding the presentation of the course and must include questions concerning the instructor's knowledge of the material and whether the stated course goals where actually presented. If you are planning to use the CPA supplied sample course evaluation, please enclose a copy with the application.

Participant Evaluation - A participant evaluation is a measurement of participant learning which is only utilized with distance learning courses. This can be accomplished using one or more of several different methods, as long as the chosen method is meaningful. You must describe the method(s) you will use on the application. This evaluation does not need to be retained on file with the course material. Please refer to the regulations for more information.

Section III - Administration

A. Course Monitoring

It is expected that PPR sponsor providers actively monitor attendance. Course monitoring and documentation requirements are outlined in BOP regulations, Section 1397.65 (d & O. Please see the Conference Guide (Appendix H) for helpful information on large group monitoring.

To earn credit for a course less than or equal to fifteen (15) hours in length, 100% attendance is required. For programs longer than fifteen (15) hours and occurring over four (4) separate, non-contiguous, days or longer, a minimum of 80% physical attendance is required for PPR credit.

The overriding intent is for the sponsor provider to assist the attendee in completing the learning experience. Partial PPR credit (meaning anything less than the number of hours the course is approved for) can not be granted to a licensee. Conference and Grand Rounds/In Service Training courses are not eligible under this provision.

The question regarding how you plan to identify psychology licensees refers to how your organization plans to collect the information needed for PPR reporting purposes, as well as your own attendance monitoring. This is commonly done through a pre-registration process, but can take many other forms. A simple explanation of your organization's process is all that is necessary.

Course Documents - Samples of the course evaluation, attendance reporting list, and attendance certificate that you will use for the course must be submitted with the course application. If you have submitted these forms with a previous application, and the forms have not changed, you may mark that the forms are "on file with PPR" on the course application checklist. If you decide to change the forms after the application has been submitted, you must send one copy of the forms to be used, with a cover letter, to PPR.

B. Co-Sponsorship

Co-sponsorship is understood to mean the mutual development of an educational program with another organization or individual. A PPR sponsor provider may not lend sponsor provider status to another group. Your organization's PPR Program Developer must be actively involved in the content development process, and your organization must retain complete responsibility for course content, monitoring, records, and administrative policies.

Co-sponsorship entails the same responsibilities and liabilities for the PPR sponsor provider as a single sponsor program. Therefore, PPR approved sponsor providers have full responsibility for all aspects of the program, and for following all criteria and procedures in this manual. To protect the viability of one's sponsor provider status, it is important to clarify in advance all aspects of programming. The Course Application is designed to document this process. The submitting Organization must maintain responsibility for course content, administrative policies, course monitoring, and course records.

If all co-sponsors have PPR approval, it will be important to have a written agreement detailing which sponsor provider is responsible for PPR record keeping and documentation. For more information, refer to

Appendix E - Promotional Material.

Section IV -- Authorization

By signing the Course Application, you have certified that you have read and understood the administrative and content requirements of the PPR and the BOP MCE regulations and that your organization agrees to implement and uphold these requirements.

Both signatures are required to process the application.

By signing the PPR Aftercourse Agreement at the end of the Course application and the Exact Repeat/Renewal Application you have certified that you have read and understood the administrative requirements to file an aftercourse agreement with the PPR within 45 days of the completion of the course, workshop, or conference.

Section V - Payment

Fees are established according to the BOP regulations, Section 1397.68(a). These fees are to be paid by the sponsor provider to an accreditation agency or other recognized entity as defined in section 1397.65(b), (d), and (g)."

Course Material Checklist

This checklist is designed to provide your organization with an easy-to-follow guide to the information and forms to be included with the course application. One completed copy of the checklist must be included with each course application submitted.

The section concerning distance learning course must be completed only when the course has a distance learning element. Please refer to the section of this manual regarding distance learning courses for more information about the content requirements for these courses.

Please note that three copies (original and two copies) of the course content related material are required, and three copies (original and two copies) of the administrative forms. The application and supporting material should be submitted in the order in which they *are* listed in the checklist to allow the accrediting agency staff to quickly perform the administrative review and prepare the application for the content review.

Exact Repeat/Renewal Course Applications

An exact repeat application of an approved course means a repeat of the initial course:

- using the same material and syllabus
- same Primary Instructor
- same number of credit hours.

The only acceptable changes are in scheduling or administrative details. For instance, if you are using a different course evaluation or attendance list than was submitted with the Initial Course Application, these are acceptable administrative changes. Simply submit the new forms with the Exact Course Repeat/Renewal Application. The Exact Repeat/Renewal Course Application can be used for courses that begin more than one year after the date of the original course approval letter. Courses may be extended for an additional year from the original expiration date. Please remember that psychologists can receive credit for taking a particular course only once within their two year licensure period.

If you have any doubt that your course qualifies as an exact repeat or renewal please contact the PPR staff at (866) 653-8777.

One copy of the Exact Repeat/Renewal Course application and After Course Agreement is required for each repeat course offering and the first time a course is scheduled for a renewal. Like an Initial Course application, an Exact Repeat/Renewal application must be submitted at least 30 days prior to the course start date. The Accrediting Agency's response time for Exact Repeat application processing is 10 to 14 days, rather than the normal 4 to 6 weeks for other applications, as the Exact Repeat/Renewal application does not require content review by the PPR Review Committee.

If you have any approved optional primary instructors for a course, you must list the current instructor's name on the Exact Repeat/Renewal Course Application.

Exact Repeat Applications between Sponsor providers

A Sponsor provider may submit an Exact Repeat Course Application for a course originally submitted by another sponsor provider.

The new sponsor provider must obtain a copy of the original course application, including any material submitted under appeal from the original sponsor provider.

The original course approval number must *be* used in the appropriate block of the Exact Repeat/Renewal Course Application. The new sponsor provider must also submit with the Exact Repeat/Renewal Course Application a cover letter stating that they have obtained a copy of the original course application, including all appeal information, from the original sponsor provider

The After Course Agreement

This last page of the course applications must be signed and returned to the Accrediting Agency as part of either the Initial or Exact Repeat Course Application. A copy should be made

for your files. Please note that licensees will not receive their PPR credit for your course until an attendance sheet is submitted with payment. All inquiries as to the status of course credit will be referred to the sponsor provider in the interim between the course ending and the receipt of documentation and payment.

Following the course, furnish the Accrediting Agency with:

1. Attendance List - In order to allow the PPR to positively identify the course the attendance list must include:

- your approved sponsor provider name,
- the PPR course number
- the course date
- A list of attendees who are licensed CA psychologists and their license #'s

It is the sponsor provider's responsibility to clearly identify all California licensed psychologists that attend their programs. The attendees must be listed by name and psychology license number. If the course is authorized for variable credit (conferences or grand rounds), please list the total number of hours each attendee received. Only legible lists will be accepted by the PPR for reporting purposes. If we can't identify the attendees, we can't report them. The attendee list must be a single list of attendees with license numbers. Please do not submit hand-written sign in/out sheets. If the instructor is qualified to receive PPR credit for teaching this course, the instructor's name must appear on the attendee list, and the regulated fee must be paid. The no-partial credit rule applies to instructors who are part of a multi-instructor course. Instructors must fulfill the same attendance requirements as enrollees to earn PPR credit. Please see BOP Regulations, Section 1397.63 (c).

2. **Fee -** A single check or credit card number with expiration date should be submitted covering the fees for all psychologist attendees. The attendee fee is only applicable to California licensed psychologists. Please do not pay for any other health care professionals. We do not control or report their attendance, and we reserve the right to return any after course materials that list anything but California licensed psychologists. Remember, the reporting fee is $7 for each California licensed psychologist, for each course. A PPR course is always represented by a separate course approval number.

3. **Promotional Materials -** Advertising material should consist of material that has not already been submitted to PPR. PPR course approval numbers are also required on advertisements for PPR courses. Section 1397.65 (h) requires that the sponsor provider's name, the course title, the course approval number, and the number of instructional hours be present on course advertising. If the course has not been approved before the advertisement is issued, we request that your advertising state that "this course is currently under review by the PPR."

4. **Summary Report -** A summary report is a one or two page synopsis of the course evaluation responses. The summary may be a simple statistical summary for scaled course evaluations. Please do not send individual or original course evaluations.

Participant Certificates

The MCE regulations require that attendance certificates include the *PPR* course approval number. This allows the attendee, as well as the Board of Psychology, to readily identify the course as approved by the PPR. If a psychologist is audited by the Board, their attendance certificates for PPR courses are required as proof. If the certificates do not show the course approval number, the Board may not accept them. Remember that the psychologist's name and license number, the course title and the course date are also required to be present on the certificate.

Attendance certificate requirements are found in BOP regulations, Section 1397.65 (d).

Course Cancellations/No Psychologists Who Attend

If you cancel your PPR approved course, or have no California licensed psychologists in attendance, you must notify the PPR within 45 days of the scheduled end date for the course. The letter of notification must include the course title and PPR course approval number.

Sponsor provider Record Keeping

As the PPR has the regulated requirement to audit sponsor providers to assure compliance with the PPI regulations, your records must be kept in order as required by the BOP regulations. The PPR conducts audits of the administrative portions of your program that include record keeping, as well as audits of course content and presentation, to assure compliance. Sponsor provider record keeping requirements are found in BOP regulations, Section 1397.65 (t). Please see Appendix E for more information regarding audits.

Key Terms

Appeal - When an application has been denied and the submission of additional information and/or explanation has not been sufficient to gain approval; or, when a sponsor provider is placed on probation fo not maintaining PPR's or BOP regulatory standards; or, when an individual or organization's approved sponsor provider status is revoked, a formal written appeal may be made to the PPR Review Committee to contest the basis for the denial or change in sponsor provider status. The appeal must be made within 60 days of the denial or change in status. See Appendix D

Course Category - refers to the delivery method of the course and the means by which credit will b available and awarded. Courses are of two types: fixed and variable credit. Fixed credit courses (tradition or distance learning courses) are those that consist of a single learning event. Psychologists must attend th entire event and can only be granted the credit for which the
course was approved. Variable credit courses (conferences, grand rounds, or in-service courses) consist of several learning events for which credit can be granted. The sponsor provider is

responsible for marking the type of course in the Course Category section of the course application. The application cannot be processed by the accrediting agency staff without this information.

Course Syllabus Material - refers to the content related material that is submitted with the course application. A traditional syllabus consists of the following:

Course outline - This is the time schedule for the course. Most courses consist of several blocks of information. It is important to know the time spent on the individual blocks of material. This will tell the reviewers if an instructor intends to cover basic material thoroughly, as is appropriate in a graduate level course, or if a base of knowledge is expected in order to cover advanced material in depth as is appropriate ir a post-licensure level course.

Description of Content - This is the most important part of the syllabus. The description is a statement (the intent of the course. The basic requirements for the PPR program should be addressed within the description. This tells the reviewers what the instructor intends to teach and how that information will meet the requirements of the program. Also, the description gives the sponsor provider the opportunity to clarify areas that may not appear to meet the PPR requirements. If a course concerns business practices, which are not acceptable for PPR credit, but intends to improve patient care, the description should contain a statement regarding how the course is focused to benefit the consumer, rather than the individual psychologist. Also, if course appears as if it could be taught at the graduate or doctoral level, the description should clarify how the course will be brought up to the post-licensure level. You must specify your target audience in the descriptiv material.

Course goals and objectives - Every course is taught with a specific intent. This is the portion of the syllabus material where the intent is explained. The objectives of the course consist of what the instructor expects the psychologist to learn as a result of attending the course. The goals are larger benefits that are expected to be derived from attendance. A single goal may consist of several individual objectives.

Co- sponsorship - is defined in 130P regulation as "when an approved sponsor provider works with othe on the development, distribution, and/or presentation" of a course. If this course, or the larger event th course is a part of, is sponsored in full or in part by another organization, it is considered to be co-sponsored.

Credit Hour - credit hours must directly relate to actual hours of instruction. Credit hours are assigned base on the total instructional time. For more information, refer to the Initial Course Application Guide, Cov Sheet Section.

Evaluations - There are two evaluations required in the PPR program:

Course Evaluations - *The* course evaluation is a *subjective* evaluation of the course by the attendee. This evaluation must asks at a minimum, what the attendee thought about the instructor's knowledge and teaching ability and whether the course was consistent with and met its stated goals.

Participant Evaluation- The participant evaluation is a meaningful measurement of participant learning in the course. There are a number of different means by which this can be accomplished. As the sponsor provider of the learning event, it is your organization's responsibility to know and use an appropriate mechanism for the type of learning event you are holding.

PPR - Mandatory Continuing Education for Psychologists.

PPR Administrator - The person responsible for ensuring that the sponsor provider organization adheres to PPR regulations and policy as they relate to the administration of its CE program. The Program Administrator does not have to be a psychologist.

PPR Program Developer - The person responsible for ensuring that the content of the continuing education courses adheres to PPR regulations and policy. The Program Developer is not required to be a psychologist, but the organization, at minimum, must identify a consulting psychologist by name and curriculum vita.

Partial Credit - BOP regulations prohibit the granting of partial PPR or Sponsor Provider credit. Partial credit refers to a situation where a licensee is able to get less than the amount of credit for which a course is approved due to extenuating circumstances, such as partial attendance of a course. For more information, see Section III (A) of the Initial Course Application Guide.

Placeholder - refers to the first and last page of the course application being used as an emergency submission to avoid missing the 30 day application submission deadline. Please see pages 11-12 for limitations on the use of this means of submission.

Primary Instructor - The instructor responsible for the overall material of a given course and ensuring that its presentation conforms to the stated goals and objectives. This includes responsibility for the administration of the participant and course evaluations.

Sponsor provider types - There are two basic types of sponsor providers within the PPR program.

Organization - Any group of individuals formed for the purpose of conducting continuing education courses, with a staff dedicated to performing administrative duties, and a group that functions as a means of providing objective overview of content related activities.

Individual - A single person or group of not more than two people that form for the purpose of conducting continuing education courses, with an administrative staff of up to two persons dedicated to performing administrative duties. Individual sponsor providers do not usually possess an intrinsic method of objectivity, such as a committee dedicated to content or instructor review.

Standard Course Fee - refers to the fee charged when no discounts or special circumstances apply.

Variable Credit - Conferences and Grand Rounds/In-Service Training series may be eligible for *variable* credit. This relates to the approved credit for the conference that one licensee could earn by attending approved PPR sessions. Variable credit can only be granted for full sessions attended by the licensee.

Vita - any document listing education, training, scope of practice or licensure, experience, workshops, presentations, papers or publications to support an instructor's competence in the subject matter being presented.

Appendix A: California Board of Psychology MCE Regulations

Article 10. Continuing Education

1397.60. Definitions. As used in this article: **(Note use of the term "sponsor providers" in lieu of "sponsors," is not an actual change of the BOP text, but is used only in this manual for clarification.)**

(a) An "accreditation agency" means an organization recognized by the board which evaluates and approves each sponsor provider of continuing education, evaluates and approves each course offering, and monitors the quality of the approved continuing education courses.

(b) A "sponsor provider" means an organization, institution, association, university, or other person or entity assuming full responsibility for the course offered, whose qualifications as a continuing education sponsor provider have been approved by a board recognized accreditation agency **or other Board state-wide recognized C. E. Provider organization that the BOP recognizes can credential sponsor providers to present courses for approved C.E. Credit under their aegis, by being allowed to perform the function of an accrediting agency and that approves/credentials its sponsors/sponsor providers.**

(c) A "course" or "presentation" means an approved systematic learning experience of at least one hour in length. One hour shall consist of 60 minutes of actual instruction. Courses or presentations less than one hour in duration shall not be approved.

(d) "Continuing education" means the variety of forms of learning experiences, including, but not limited to, lectures, conferences, seminars, workshops, grand rounds, in-service training programs, video conferencing, and distance learning technologies.

(e) A "conference" means a course consisting of multiple concurrent or sequential free-standing presentations. Approved presentations must meet all standards of an approved continuing education course.

(f) "Grand rounds" or "in-service training program" means a course consisting of sequential, free-standing presentations designed to meet the internal educational needs of the staff or members of an organization and is not marketed, advertised or promoted to professionals outside of the organization. Approved presentations must meet all standards of an approved continuing education course.

(g) "Distance learning" means the variety of forms of organized and directed learning experiences that occur when the instructor and the student are not in direct visual or auditory contact. These include, but are not limited to, courses delivered via the Internet, CD-ROM, satellite downlink, correspondence and home study. Self-initiated, independent study programs without an approved CE sponsor are not acceptable for continuing education. Except for qualified individuals with a disability who apply to and are approved by the board pursuant to section 1397.62(c), distance learning can be used to meet no more than 50% (18 hours) of the continuing education required in each renewal cycle. Distance learning courses must meet all standards of an approved continuing education course.

NOTE: Authority cited: Sections 2915(g) and 2930, Business and Professions Code. Reference: Sections 29 and 2915, Business and Professions Code.

HISTORY:

1. New Article 10 (sections 1397.60-1397.69) and section filed 12-29-94; operative 12-29-94 pursuant to Government Code Section 11346.2(d) (Register 94, No. 52).
2. Amendment of subsections (c) and (d) filed 4-9-96; operative 5-9-96 (Register 96. No. 15).
3. Amendment of subsection (d), new subsections (e)-(g) and amendment of Note tiled 11-24-99: operative 12-24-99 (Register 99, No. 48).
4. Amendment of subsection (g) filed 12-17-2004; operative 1-1-2005 pursuant to Government Code section 11343.4 (Register 2004, No. 51)

Continuing Education Requirements. (1397.61)

(a) Except as provided in section 2915(e) of the Business and Professions Code and section 1397.62 of these regulations, each licensed psychologist shall submit with the application for license renewal proof satisfactory to the board that he or she has completed the continuing education requirements set forth in section 2915 of the code. A licensee who falsifies or makes a material misrepresentation of fact on a renewal application or who cannot verify completion of continuing education by producing verification of attendance certificates, whenever requested to do so by the board, is subject to disciplinary action under section 2960 of the code.

(b) Any person renewing his or her license on or after January 1, 2000 shall provide written evidence of completion of a continuing education course of no less than four hours in length in the subject of laws and ethics for each license renewal cycle. This course shall cover laws and regulations related to the practice of psychology; recent changes/updates in ethics codes and practice; current accepted standards of practice; and application of ethical principles in the independent practice of psychology. It is the responsibility of each licensee to certify, under penalty of perjury, to the completion of this course to the Board of Psychology as indicated on the license renewal application.

(c) Those licensees who began graduate training prior to January 1, 2004, shall, prior to his or her first license renewal after January 1, 2004, take continuing education instruction in spousal or partner abuse assessment, detection, and intervention strategies, including community resources, cultural factors, and same gender abuse dynamics. Such course shall be taken within the two years prior to the licensee's renewal date and shall be no less than one (1) hour in length. This is a one-time only continuing education requirement.

(d) Those licensees who began graduate training prior to January 1, 2004, shall, prior to his or her first license renewal after January 1, 2005, take continuing education instruction in the biological, social, and psychological aspects of aging and long-term care. Such course shall be taken within the two years prior to the licensee's renewal date and shall be no less than three (3) hours in length. This is a one-time only continuing education requirement.

(e) Licensees are encouraged to participate in periodic training in subject matter for which the Legislature or the board find cause, including but not limited to: geriatric pharmacology; the characteristics and methods of assessment and treatment of HIV disease; and issues of human diversity.

(f) The Board of Psychology may recognize an entity to perform an accrediting function if the entity:

(1) Has had at least 10 years experience managing continuing education programs for psychologists on a statewide basis, including, but not limited to:

(A) Maintaining and managing records and data related to continuing education programs.

(B) Monitoring and approving courses.

(2) Has a means to avoid a conflict of interest between any sponsor provider and accreditation functions.

(3) Submits a detailed plan of procedures for monitoring and approving the sponsor provider functions. The plan must demonstrate that it has the capacity to evaluate each course, including provisions requiring the following:

A. Topics and subject matter shall be pertinent to the practice of psychology. Courses predominantly focused on business issues, marketing, or exploring opportunities for personal growth are not eligible for credit. Course material must have a relevance or direct application to a consumer of psychological services.

B. Each continuing education course shall have written educational goals and specific learning objectives which are measurable and which serve as a basis for an evaluation of the effectiveness of the course.

C. Instructors shall be competent in the subject matter of the course and shall be qualified by education, training, experience, scope of practice and licensure.

D. Each continuing education course shall have a syllabus which provides a general outline of the course.

E. When an approved sponsor provider works with others on the development, distribution and/or presentation of a continuing education course (joint sponsorship), there shall be procedures to identify and document the functions of each participating party.

F. An evaluation mechanism shall be completed by each participant to evaluate the continuing education course.

G. Respond to complaints from the board concerning its activities.

H. The entity agency shall provide services to all licensees without discrimination.

(g) Failure of the entity to substantially comply with the provisions as set forth in subsection (f) shall constitute cause for revocation of recognition by the board. Recognition can be revoked only by a formal board action, after notice and hearing, and for good cause.

NOTE: Authority cited: Sections 2915(g) and 2930, Business and Professions Code. Reference: Sections 29 and 2915, Business and Professions Code.

HISTORY:

1. New section filed 12-29-94; operative 12-29-94 pursuant to Government Code Section 11346.2(d) (Register 94, No. 52).

2. Amendment of subsections (b) and (d), new subsections (e)-(f) and amendment of Note filed 4-9-96; operative 5-9-96 (Register 96, No. 15).

3. Amendment of subsection (b), new subsection (c), subsection relettering, and amendment of newly designated subsections (e) and (g) filed 4-30-98; operative 5-30-98 (Register 98, No. 18).

4. Repealer of subsection (g) filed 11-24-99; operative 12-24-99 (Register 99, No. 48).

5. Amendment of subsection (a), repealer of subsections (b) and (e), subsection relettering and new subsections (d)-(e) filed 12-18-2001; operative 1-1-2002 pursuant to Government Code section 11343.4 (Register 2001, No. 51).

6. Amendment of subsections (d)-(f) and new subsections (g)-(h) filed 9-2-2003; operative 10-2-2003 (Register 2003, No. 36).

7. Amendment of section and Note tiled 9-24-2004; operative 10-24-2004 (Register 2004, No. 39).

1397.62. Continuing Education Exemptions and Exceptions.

At the time of making application for renewal of a license, a psychologist may as provided in this section request an exemption or an exception from all or part of the continuing education requirements.

(a) The board shall grant an exemption only if the psychologist verifies in writing that, during the two year period immediately prior to the expiration date of the license, he or she:

(1) Has been residing in another country or state for at least one year reasonably preventing completion of the continuing education requirements; or

(2) Has been engaged in active military service: or

(3) Has been prevented from completing the continuing education requirements for reasons of health or other good cause which includes:

(A) Total physical and/or mental disability of the psychologist for at least one year; or

(B) Total physical and/or mental disability of an immediate family member for at least one year where the psychologist has total responsibility for the care of that family member. Verification of a physical disability under subsection (a)(3) shall be by a licensed physician and surgeon or, in the case of a mental disability, by a licensed psychologist or a board certified or board eligible psychiatrist.

(b) An exception to the requirements of Business and Professions Code section 2915(d) may be granted to licensed psychologists who are not engaged in the direct delivery of mental health services for whom there is an absence of available continuing education courses relevant to their specific area of practice.

(1) An exception granted pursuant to this subsection means that the board will accept continuing education courses that are not approved pursuant sections 1397.61(d), (e), (f) provided that they are directly related to the licensee's specific area of practice and offered by recognized professional organizations. The board will review the licensee's area of practice, the subject matter of the course, and the sponsor provider on a case-by-case basis. This exception does not mean the licensee is exempt from completing the continuing education required by Business and Professions Code section 2915 and this article.

(2) Licensees seeking this exception shall provide all necessary information to enable the board to determine the lack of available approved continuing education and the relevance of each course to the continuing competence of the licensee. Such a request shall be submitted in writing and must include a clear statement as to the relevance of the course to the practice of psychology and the following information:

(A) Information describing, in detail, the depth and breadth of the content covered (e.g., a course syllabus and the goals and objectives of the course), particularly as it relates to the practice of psychology.

(B) Information that shows the course instructor's qualifications to teach the content being taught (e.g., his or her education, training, experience, scope of practice, licenses held and length of experience and expertise in the relevant subject matter), particularly as it relates to the practice of psychology.

(C) Information that shows the course sponsor provider's qualifications to offer the type of course being offered (e.g., the sponsor provider's background, history, experience and similar courses previously offered by the sponsor provider), particularly as it relates to the practice of psychology.

(3) This subsection does not apply to licensees engaged in the direct delivery of mental health services.

(c) Psychologists requiring reasonable accommodation according to the Americans with Disabilities Act may be granted an exemption from the on-site participation requirement and may substitute all or part of their continuing education requirement with an American Psychological Association or accreditation agency approved distance learning continuing education program. A qualified individual with a disability must apply to the board to receive this exemption.

(d) Any licensee who submits a request for an exemption or exception which is denied by the board shall complete any continuing education requirements within 120 days of the notification that the request was denied.

NOTE: Authority cited: Sections 2915(g) and 2930, Business and Professions Code. Reference: Section 2915, Business and Professions Code.

HISTORY:

1. New section filed 12-29-94; operative 12-29-94 pursuant to Government Code Section 11346.2(d) (Register 94, No. 52).
2. Amendment of subsection (a) filed 4-30-98; operative 5-30-98 (Register 98, No. 18).
3. Amendment of subsection (e) filed 11-24-99; operative 12-24-99 (Register 99, No. 48).
4. Amendment of section heading and section tiled 7-21-2003; operative 8-20-2003 (Register 2003, No. 30).
5. Amendment of subsection (a)(2) filed 12-10-2004; operative 1-9-2005 (Register 2004, No. 50).

1397.63. Hour Value System.

(a) Licensees will earn one hour continuing education credit for each hour of approved instruction. One 3-unit academic quarter is equal to 10 hours of continuing education credit and one 3-unit academic semester is equal to 15 hours of continuing education credit.

(b) (1) Licensees who serve the Board of Psychology as selected participants in any examination development related function will receive one hour of continuing education credit for each hour served. Selected board experts will receive one hour of continuing education credit for each hour attending Board of Psychology sponsored Expert Training Seminars. Any licensee who receives approved continuing education credit as set forth in subsection (b)(1) shall have his/her credit reported by the board to the board recognized accrediting agency.

(2) Licensees who serve as examiners for the Academies of the specialty boards of the American Board of Professional Psychology (ABPP) will receive one hour of continuing education credit for each hour served, not to exceed fours hours each two year renewal period. Any licensee who receives continuing education credit as set forth in subsection (b)(2) shall submit verification and the course attendee fee specified in section 1397.68 to the board recognized accreditation agency.

(c) An approved instructor may claim the course for his/her own credit only one time that he/she teaches the approved course during a renewal cycle, receiving the same credit hours as the participant.

(d) No course may be taken and claimed more than once during a renewal period for continuing education credit.

NOTE: Authority cited: Sections 2915(g) and 2930, Business and Professions Code. Reference: Section 2915, Business and Professions Code.

HISTORY:

1. New section filed 12-29-94; operative 12-29-94 pursuant to Government Code Section 11346.2(d) (Register 94, No. 52).
2. Amendment of subsection (b) filed 4-9-96; operative 5-9-96 (Register 96, No. 15).
3. Redesignation and amendment of former subsection (b) as new subsection (b)(1) and new subsection (b)(2) filed 4-30-98; operative 5-30-98 (Register 98, No. 18).
4. Amendment of subsection (c) filed 11-24-99; operative 12-24-99 (Register 99, No. 48).
5. Amendment of subsection (b)(1) filed 4-5-2001; operative 5-5-2001 (Register 2001, No. 14).
6. Amendment of subsection (b)(l) filed 12-19-2001 as an emergency; operative 1-1-2002 (Register 2001, No. 51). A Certificate of Compliance must be transmitted to OAL by 5-1-2002 or emergency language will be repealed by operation of _law.. on the following day.

____._.._...--- _._._.

7. Certificate of Compliance as to 12-19-2001 order transmitted to OAL 1-8-2002 and filed 2-20-2002 (Register 2002, No. 8).

1397.64. Accreditation Agencies.

(a) Upon written application to the board, continuing education accreditation agencies will be recognized if the board determines that the organization meets the criteria set forth in section 2915(f) of the code and:

(1) The organization submits a plan demonstrating that it has the capacity to evaluate each continuing education sponsor provider's course in accordance with the following criteria:

(A) Topics and subject matter shall be pertinent to the practice of psychology. Courses predominantly focused on business issues, or marketing, or that are predominantly designed to explore opportunities for personal growth are not eligible for credit. Course material must have a relevance or direct application to a consumer of psychological services.

(B) Each continuing education course shall have written educational goals and specific learning objectives which are measurable and which serve as a basis for an evaluation of the effectiveness of the course.

(C) Instructors shall be competent in the subject matter of the course and shall be qualified by education, training, experience, scope of practice and licensure.

(D) Each continuing education course shall have a syllabus which provides a general outline of the course.

(E) When an approved sponsor provider works with others on the development, distribution and/or presentation of a continuing education course (joint sponsorship), there shall be procedures to identify and document the functions of each participating party.

(F) An evaluation mechanism shall be completed by each participant to evaluate the continuing education course.

(2) The accreditation agency agrees to perform the following:

(A) Maintain a list of the names and addresses of the persons designated as responsible for the sponsor provider's continuing education courses and records. The accreditation agency shall require that any change in the designated responsible person's identity shall be reported to the agency within 30 days of the effective date of such change.

(B) Notify the board of names, addresses and responsible party of each sponsor provider and each course on a quarterly basis. Provide without charge to any licensee who makes a request, a current list of sponsor providers and approved courses.

(C) Verify attendance of licentiates at specific courses by maintaining a record of approved continuing education courses completed by licensees. The record must include the licensees' name and license number, and all agency approved continuing education courses successfully completed by each licensee. In addition, and for an activity reporting fee paid by the licensee and on forms acceptable to the agency (see form No. 07M-BOP-15(New 10194)), incorporate into licensee's record all non-agency approved continuing education courses as defined in sections 1397.61 and 1397.63 of these regulations. The accreditation agency shall provide a copy of this combined record to the board upon request. The records must be retrievable by license number.

(D) Respond to complaints from the board concerning activities of any of its approved sponsor providers or their course(s). Respond to complaints and inquiries regarding sponsor providers, courses, and general continuing education questions presented by any licensee. The accreditation agency shall provide services to all licensees without discrimination.

(E) Audit at least 10% of the continuing education courses approved by the agency, for compliance with the agency's requirements and requirements of the board, and on request, report the findings of such audits to the board.

(F) Take such action as is necessary to assure that the continuing education course material offered by its sponsor providers meets the continuing education requirements of the board as defined in sections 1397.64(a)(1) and 1397.65 of these regulations.

(G) Establish a procedure for reconsideration of its decision that a sponsor provider or a sponsor provider's course does not meet statutory or regulatory criteria.

(b) Failure of a recognized accreditation agency to substantially comply with the provisions as set forth in this article shall constitute cause for revocation of recognition by the board. Recognition can be revoked only by a formal board action, after notice and hearing, and for good cause.

NOTE: Authority cited: Sections 2915(g) and 2930, Business and Professions Code. Reference: Section 2915, Business and Professions Code.

HISTORY:

1. New section filed 12-29-94: operative 12-29-94 pursuant to Government Code Section 11346.2(d) (Register 94, No. 52).

2. Amendment of subsections (a)(2)(B) and (a)(2)(D) filed *4-9-96;* operative 5-9-96 (Register 96, No. 15).

3. Amendment of subsection (a)(1)(A) filed 11-24-99; operative 12-24-99 (Register 99, No. 48).

4. Amendment of subsection (a)(1)(A) filed 12-18-2001; operative 1-1-2002 pursuant to Government Code section 11343.4 (Register 2001, No. 51).

5. Change without regulatory effect amending subsection (a)(2)(F) filed 4-7-2003 pursuant to section 100, title 1, California Code of Regulations (Register 2003, No. 15).

1397.65. Requirements for Approved Sponsor providers.

(a) Sponsor providers of continuing education courses in psychology shall apply to a board recognized accreditation agency for approval as a sponsor provider, and for approval of each course, prior to offering any such courses.

(b) (1) Upon satisfactory completion of the sponsor provider requirements of the accreditation agency, including payment of the appropriate fees and receipt of written approval therefrom, a continuing education sponsor provider may represent itself as a California approved sponsor provider of continuing education courses for psychologists for one year.

(2) Upon presentation of satisfactory evidence, organizations approved by the American Psychological Association (APA) as Sponsors of Continuing Education for Psychologists will be recognized as California approved sponsor providers of continuing education courses for psychologists during the duration of their APA approval, and shall be exempt from the annual continuing education sponsor provider fee described in section 1397.68. Such APA sponsor providers shall be held to all other requirements of California approved sponsor providers of continuing education for psychologists except for the individual course review requirement.

(c) The sponsor provider is responsible for assuring the educational quality of its course material. All continuing education course material shall meet the standards set forth in section 1397.64(a)(1) of these regulations and shall be:

(1) approved in advance by an accreditation agency (except for those courses offered by sponsor providers defined in section 1397.61(d), (e) and (t)),

(2) specifically applicable and pertinent to the practice of psychology;

(3) accurate and timely;

(4) presented in an organized manner conducive to the learning process;

(5) complete and objective, and not reflecting predominantly any commercial views of the sponsor provider or presenter or of anyone giving financial assistance to the sponsor provider or presenter;

(6) based on stated educational goals and objectives; and

(7) accompanied by a syllabus which contains, at a minimum, the instructional objectives for each course and a summary containing the main points of each topic.

(d) All sponsor providers shall furnish a list of course participants, with the accompanying course attendee fee as required in section 1397.68, to the accreditation agency, and verification of attendance certificates to all participants within 45 days of course completion. The list and the certificate shall contain the name of the licensee and license number, *name* and number of the sponsor provider, title of the course, number of completed hours, date of completion, course number, if applicable, and the name of the accreditation agency.

(e) Every approved sponsor provider shall apply to the accreditation agency, on forms approved by the board (see *form* No. 07M-BOP-I4(New 10/94)), at least 30 days in advance, for each continuing education course offered or presented, whether for the first time or repeated.

(f) The approved sponsor provider shall be required to maintain attendance records for three (3) years for each continuing education course. Acceptable documentation of participation shall include attendance rosters, sign-in and sign-out sheets, and completed course evaluation forms.

(g) The approved sponsor provider's course shall be valid for up to one year following the initial approval provided a notification and activity registration fee is submitted to the accreditation agency at least 30 days in advance for each time the course is offered or presented.

(h) The approved sponsor provider's advertisements for approved courses shall clearly indicate the sponsor provider's name, course title, course approval number, the number of credit hours, and the name of the accrediting agency.

(i) The approved sponsor provider shall have a written policy, available upon request, which provides information on: 1. refunds in case of non-attendance 2. time period for return of fees 3. notification if course is canceled.

(j) Sponsor providers may not grant partial credit for continuing education courses. However, conferences, in-service training programs and grand rounds consisting of a series of presentations may obtain approval for the entire conference, in-service training program or grand round as one course wherein credit may be granted to participants separately for each individual presentation in such courses.

(k) Sponsor provider approval is non-transferable. Approved sponsor providers shall inform the accrediting agency in writing within 30 days of any changes in organizational structure and/or person(s) responsible for continuing education program, including name and address changes.

(1) Sponsor providers are responsible for meeting all applicable local, state and federal standards which include, but are not limited to, the Americans with Disabilities Act.

(m) Sponsor providers may obtain approval for grand rounds activities for an entire year with one application provided the staff person responsible for grand rounds submits to the accreditation agency a general descriptive outline of grand rounds activities for the year. This outline shall be of sufficient detail regarding content to be covered in the weekly grand rounds activities to allow the accreditation agency to determine whether the activities are appropriate for continuing education credit for licensed psychologists.

NOTE: Authority cited: Sections 2915(g) and 2930, Business and Professions Code. Reference: Section 2915, Business and Professions Code.

HISTORY:

1. New section filed 12-29-94; operative 12-29-94 pursuant to Government Code Section 11346.2(d) (Register 94, No. 52).
2. Amendment of subsections (d) and (j) and new subsection (m) filed 4-9-96; operative 5-9-96 (Register 96, No. 15).
3. Redesignation and amendment of former subsection (b) as new subsection (b)(1), new subsection (b)(2) and amendment of subsection (h) filed 4-30-98; operative 5-30-98 (Register 98, No. 18).
4. Amendment of subsection (c)(8) tiled 11-24-99; operative 12-24-99 (Register 99, No. 48).
5. Amendment of subsections (b)(2), (c)(1) and (c)(6)-(7) and repealer of subsection (c)(8) filed 12-18-2001; operative 1-1-2002 pursuant to Government Code section 11343.4 (Register 2001, No. 51).

1397.66. Sponsor provider Audit Requirements.

Upon written request from the accreditation agency or the board, relating to an audit of course material, each approved sponsor provider shall submit such materials as are required by the accreditation agency or the board.

NOTE: Authority cited: Sections 2915(g) and 2930, Business and Professions Code. Reference: Section 2915, Business and Professions Code.

HISTORY:

1. New section filed 12-29-94; operative 12-29-94 pursuant to Government Code Section 11346.2(d) (Register 94, No. 52).
2. Amendment filed 4-9-96; operative 5-9-96 (Register 96, No. 15).

1397.67. Renewal After Inactive or Delinquent Status.

(a) To activate licenses which have been placed on inactive status pursuant to section 2988 of the code, the licensee must submit evidence of completion of the requisite 36 hours of qualifying continuing education courses for the two-year period prior to establishing the license as active.

(b) For the renewal of a delinquent psychologist license within three years of the date of expiration, the applicant for renewal shall provide documentation of completion of the required hours of continuing education. After a license has been delinquent for three years, the license is automatically cancelled and the applicant must submit a complete licensing application, meet all current licensing requirements, and successfully pass the licensing examination just as for the initial licensing application unless the board grants a waiver of the examination pursuant to section 2946 of the code.

NOTE: Authority cited: Sections 2915(g) and 2930, Business and Professions Code. Reference: Section 2915, 2984, 2986, and 2988, Business and Professions Code.

HISTORY:

1. New section filed 12-29-94; operative 12-29-94 pursuant to Government Code Section 11346.2(d) (Register 94, No. 52).
2. Amendment of section and NOTE filed 4-9-96; operative 5-9-96 (Register 96, No. 15).

1397.68. Sponsor provider Fees.

(a) The following fees are established to be paid to an accreditation agency by the course sponsor provider:

(1) Continuing education annual sponsor provider approval fee $200

(2) Continuing education course registration fee $35

(3) Continuing education conference fee $100

(4) Continuing education course attendee fee ..... $7 per licensee

These fees are to be paid by the sponsor provider to an accreditation agency as defined in section 1397.65(b), (d), and (g).

NOTE: Authority cited: Sections 2915(g) and 2930, Business and Professions Code. Reference: Section 2915, Business and Professions Code.

HISTORY:

1. New section filed 12-29-94; operative 12-29-94 pursuant to Government Code Section 11346.2(d) (Register 94. No. 52).
2. Amendment of subsection (a)(3) and new subsection (a)(4) filed 11-24-99; operative 12-24-99 (Register 99, No. 48).

1397.69. Participant Fees.

The following fees are established to be paid by the course participant:

(a) Participant report recording fee $35

This fee is to be paid to an accreditation agency to report non-accrediting agency approved courses taken by the participant as defined in section 1397.61(d), 1397.63(b) and 1397.64(a)(2)(C).

NOTE: Authority cited: Sections 2915(g) and 2930, Business and Professions Code. Reference: Section 2915, Business and Professions Code.

HISTORY:

1. New section filed 12-29-94; operative 12-29-94 pursuant to Government *Code* Section 11346.2(d) (Register 94, No. 52).
2. Amendment of Form No. 07M-BOP-14 is filed 4-30-98; operative 5-30-98 (Register 98, No. 18).

1397.70. Sanctions for Noncompliance.

(a) If documentation of the CE requirement is improper or inadequate, the license becomes invalid for renewal. The continued practice of psychology is prohibited while the license is invalid for renewal, and the renewal is forfeited. Notwithstanding section 2984, the licensee shall correct the deficiency within six months. If the deficiency is not corrected within six months, the license remains invalid for renewal. Continued practice without a valid license shall constitute grounds for appropriate disciplinary action pursuant to sections 148 and/or 2960 of the code.
(b) Misrepresentation of compliance shall constitute grounds for disciplinary action.

NOTE: Authority cited: Sections 2915 and 2930, Business and Professions Code. Reference: Section 2915, Business and Professions Code.

1. New section filed 4-9-96; operative 5-9-96 (Register 96, No. 15).
2. Amendment of subsection (a) filed 3-13-97; operative 4-12-97 (Register 97, No. 11).

Denial, Suspension and Revocation of CE Sponsor provider Status. (1397.71)

(a) A board recognized accreditation agency may deny, suspend, place on probation with terms and conditions, or revoke its approval of an applicant or sponsor provider of continuing education for good cause. Good cause includes, but is not limited to, one or more of the following:

(1) Conviction of a felony or misdemeanor substantially related to the activities of an accreditation agency approved sponsor provider.

(2) Failure of an applicant or sponsor provider who is a psychologist, psychological assistant, psychological intern or registered psychologist to comply with any provisions of the Psychology License Law (Business and Professions Code Section 2900 et seq.) or the regulations adopted pursuant thereto in Division 13.1 of Title 16 (commencing with section 1380) of the California Code of Regulations.

(3) Failure of an applicant or sponsor provider, who is a licensee of another healing arts board, to comply with the statutes and regulations governing that license.

(4) Making a material misrepresentation of fact in information submitted to the board recognized accreditation agency or to the board.

(5) Failure to comply with provisions of the Psychology License Law (Business and Professions Code Section 2900 et seq.), or the regulations adopted pursuant thereto in Division 13.1 of Title 16 (commencing with section 1380) of the California Code of Regulations, applicable to continuing education sponsor providers.

(b) After a thorough case review, if the board recognized accreditation agency denies, suspends, places on probation with terms or conditions, or revokes its approval of a sponsor provider, it shall give the applicant or sponsor provider written notice setting forth its reasons for the denial, suspension, placing on probation with terms and conditions, or revocation. The applicant or sponsor provider may appeal the action in writing within fifteen (15) days after receipt of the notice, and request a hearing before a panel appointed by the recognized accreditation agency. A suspension or revocation of approval shall be stayed upon the filing of an appeal. A denial of approval shall not be stayed. The panel shall consist of three persons who have not been involved in the determination to deny, suspend or revoke the approval of the applicant or sponsor provider. The panel shall hear the appeal within 60 days of the receipt of the appeal, and maintain a record of the proceedings. A decision in writing shall be issued within 30 days of the date of the hearing. If the appointed panel sustains the denial, placing on probation with terms and conditions, suspension or revocation, the applicant or sponsor provider may appeal the decision of the panel to a Continuing Education Appeals Committee (CE Appeals Committee) of the board. The CE Appeals Committee shall be appointed by the board's president and consist of two board members, one public member and one licensed psychologist member. The appeal must be filed with the board within seven (7) days after receipt of the panel's decision. Upon filing of the appeal, the CE Appeals Committee chairperson shall have discretion to extend the stay of the suspension or revocation. The hearing of the CE Appeals Committee shall take place at a date and location established by the Committee chairperson, the date not to exceed 60 days from the date of the filing of the appeal. The record of the panel's hearing shall be made available to the CE Appeals Committee. The Committee shall issue a written decision within 30 days of the date of the hearing. The decision of the CE Appeals Committee is final. An applicant or sponsor provider who has had his or her application or sponsor provider status denied or revoked may not reapply for sponsor provider status for a period of one year from the date of the CE Appeals Committee's decision.

NOTE: Authority cited: Sections 2915 and 2930, Business and Professions Code. Reference: Section 2915, Business and Professions Code.

HISTORY:

1. New section filed 7-6-2001: operative 8-5-2001 (Register 2001, No. 27).

Appendix B: POTENTIAL SPONSOR COURSE EXAMPLES APPLICATION REVIEW SHEET

DATE **REVIEWER** ~~**COURSE NUMBER**~~

COURSE APPLICATION REVIEW SHEET

I. **PRIMARY PRESENTER EXPERTISE** *

* (For conferences or courses presented sequentially, e.g. grand rounds, a primary presenter must be identified for each course segment)

Documentation of number one or two must be present in application:

1. Appropriate educational background
2. Appropriate work experience

Documentation of training and/or experience at a professional level (two of the following four criteria must be present in application)

3. Previous appropriate teaching experience at a professional level
4. Specialized professional training relevant to course content
5. Recognition from professional groups as expert in course content
6. Publications

II. **COURSE CONTENT**

All areas must be acceptable to approve course

1. Content focus - must meet one criteria
   a. Practice
   b. Theory
   c. Research
   d. Methodology

2. Content focus supported by professional documentation of application to the practice of psychology at a professional level - must meet one criterion
   a. Research
   b. Publications in psychological journals
   c. Unpublished studies
   d. Presentations
   e. Other

3. Didactic component comprises a significant portion of the course

4. Demonstrates a direct link between course content and benefit to client as consumer (for non-traditional clients, see Reviewer Guidelines)

5. Syllabus - must meet all listed criteria
   a. Goals specific to psychological practice
   b. Objectives specific to course content and professional level
   c. Detail adequate to understand and evaluate course content in the context of course level, i.e. introductory, intermediate, advanced
   d. Detail adequate to understand/evaluate course content in the context of course length

_____ Approve _____ Denied/Insufficient Info

_____ Denied Not to Standard **ADDITIONAL COMMENTS:** Must use if Reviewers do not reach consensus or have a caveat.

APPENDIX C: DISTANCE LEARNING

Psychologists may acquire up to 18 hours of their 36 hour continuing education requirement through various types of distance learning courses. The California Board of Psychology defines "distance learning" as:

The variety of forms of organized and directed learning experiences that occur when the instructor and the student are not in direct visual or auditory contact.

The Board of Psychology includes Internet, CD-Rom, satellite downlink, correspondence, and home study courses under their definition of distance learning. This list is not exclusive, but the Board has ruled out self-initiated independent study programs.

Distance learning courses, like traditional, live, continuing education courses, must be submitted for review in advance. All of the guidelines for PPR course submission apply to distance learning courses; however, there are some additional requirements. These additional requirements follow the guidance for distance learning courses established by the American Psychological Association's CE Sponsorship program.

1. Delivery method and rationale - You must describe the method by which the course will be taught. Also, as the sponsor provider of the course, you must have an explainable rationale for the method chosen. Although the Accrediting Agency does not require a field trial of method with the material to be taught, you must be able to explain whether the method chosen is effective and how you know it to be effective.

2. Participant identification method - You must be able to explain how you will identify the psychologists that participate in your program. As you normally will not come into direct contact with the participants, you must have a method for positively determining who participates in your course without actually seeing the person.

3. Security and Confidentiality issues - This applies mainly to Internet courses, but may involve other delivery methods. You must have a means of ensuring the security and/or confidentiality of course material or participants for courses that involve psychological testing instruments or other situations where necessary. You, as the sponsor provider, must describe your security methods for Internet courses, and other courses when appropriate.

4. Instructional hours - You must describe how you have calculated and verified the instructional hours for your course. Even if you know that a course can be taught in a classroom setting in a given number of hours, you must explain how you have determined the time required for the distance learning version of the course.

5. Course completion - You must describe your requirements for course completion and the basis upon which you award credit for the course. If your criterion for course completion is based on some form of test, the instrument must have sufficient length and sophistication given the material presented. You must also describe how you have determined that the assessment instrument is an appropriate measure for the course, along with the pass threshold. Psychologists should be notified, in advance, of the criteria for course completion, including the pass threshold.

6. Course reporting - Unless the distance learning event is limited to a single day, you must report attendance on a monthly basis. Single day events should be reported as any other traditional course, 45 days from the end date. The starting date for the course cannot be less than thirty (30) days from the date that the application was submitted to the Accrediting Agency, and the ending date cannot be more than one year from the date on which the course was approved. You must determine the ending date for the course, or it will automatically be assigned at one year from the course approval date. You as the sponsor provider, are responsible for informing the psychologist attendees of your course when they will be reported for PPR credit.

You must provide your responses to these questions separated from any other syllabus material that you submit with the course application. You should also include a single copy of any material that is sent to participants of the course, including any books, tapes, or computer material (CD-Rom disks, etc...). If the course is offered through the Internet, access codes must be provided for one member of the PPR Review Committee.

The administrative and content review of the application for a distance learning course follows the same timelines as any other course application, usually 4-6 weeks from the time the course application is received, complete, by the Accrediting Agency. Because of the rapidly evolving nature of this approach to continuing education, we assume that situations will arise that make some of the above requirements irrelevant, and may bring up new issues to resolve. If you have questions about how to submit your course, please contact the Accrediting Agency staff.

Appendix D: APPEALS PROCESS

PPR will accept appeals for any decision made by PPR Review Committee or PPR staff. Please remember that all decisions are based on the BOP MCE Regulations. The PPR does not have the authority to exempt any sponsor provider from the MCE regulations.

Appeals must be made in writing and specifically address the grounds for the decision. Although the PPR will always attempt to balance the regulatory requirements and the best interests of licensed psychologists, the regulatory language does not allow for a great deal of flexibility when considering appeals. If your appeal is based on a disagreement with the regulations that govern the PPR program, then *your* concerns need to be addressed to the California Board of Psychology as they are the controlling regulatory body. Potential changes to the MCE regulations are generally heard annually in the fall at a public hearing; proposed regulatory language should be sent to the Board of Psychology by mid-summer.

In the event that the appeals process fails to satisfy the needs of the sponsor provider (or where issues arise from differing perceptions of the review standards, audit findings or any issue that would benefit from a more inclusive approach) appeals may now be referred to a small group (six to eight) senior members of the PPR Review Committee known as the Appeal Board. This allows for extensive discussion amongst a professional group that reflects a wide range of theoretical and practice backgrounds and a wealth of experience both clinically and in delivering continuing education programs. We feel this

process ensures the fairest hearing of an issue and protects the sponsor provider from the potential of a single opinion or point-of-view prevailing. Just as a reminder, all appeals must be discussed in the context of the regulations that govern the PPR program. The Committee has no authority to waive or change the regulated requirements of the program.

Some policy appeals require a consensus decision from the fall PPR Review Committee, which meets only twice each year. Policy appeals, therefore, may require a much longer time to resolve than those providing requested information for a denied or incomplete application. If that is the case, you will be notified shortly after the Accrediting Agency receives your appeal.

In the event the decision of the Appeals Board fails to satisfy the sponsor provider, the Accrediting Agency will (upon written request) forward the matter to the Board of Psychology. At any time in the appeal or review process, a sponsor provider may request {or staff may suggest) a liaison be established with a member of the PPR Review Committee.

Sponsor provider Application Appeals

Appeals for sponsor provider applications that were denied for not meeting the PPR standards must be in writing. Your letter requesting an appeal must contain:

a. A full explanation as to how you feel your organization does, in fact, meet the stated and regulated standards.

b. Specifically address each section of the application that did not meet the standard.

The appeal will be reviewed by selected members of the PPR Review Committee. This select group will not include the original reviewers. We will notify you of the results of this review within 3 weeks of our receipt of your appeal. If you decide not to appeal a sponsor provider application denial, you will need to wait at least 6 months before submitting a new sponsor provider application.

Course Application Appeals

Appeals for course applications that were denied for not meeting the PPR standards or for insufficient information to determine whether the standards were met must be in writing. Your letter requesting an appeal must contain the following:

a. A full explanation as to how your course meets the stated and regulated standards.

b. Specifically address each section of the application that did not meet the standard.

The appeal will be reviewed by selected members of the PPR Review Committee. This select group will not include the original reviewers. We will notify you of the results of this review within 3 weeks of our receipt of your appeal. If you decide to not appeal a course application denial, you will need to wait at least 6 months before submitting a new application for that course.

Other Appeals

Appeals for any other reason should be directed to the PPR Review Committee. Appeals must be in writing, and clearly address the PPR

decision being appealed. Please provide any necessary documentation at the time you submit the appeal. The appeal will be reviewed and a decision forwarded to you within three weeks, unless otherwise notified.

Appendix E: AUDIT POLICY

PPR is to be charged by the Board of Psychology with the responsibility to ensure the quality of the courses presented for PPR credit, meet the Board's intent for the program, and that the administrative requirements of the program are met. While the review process is a large part of that assurance, the regulations require the performance of audits. (BOP Regulations Section 1397.64 (a) (2) (E) and 1397.66). There are two types of audits performed; presentation audits and administrative audits.

Selection Process

Selection of programs and organizations to audit are made on the basis of both need and availability. Need generally arises from either course volume or the length of time a sponsor provider has been approved although need can arise from a complaint or a concern raised by the committee during the review process. Within a reasonable amount of time, all sponsor providers who routinely provide continuing education courses will encounter at least one form of audit. Availability refers to the ability of an auditor to attend a course or travel to a organization's office given geography and work schedules. As we approach the audit from a collegial point-of-view, we make every attempt to match a course to be audited with the auditor's background and interest.

Presentation Audits

Presentations are audited by having an experienced member of the review Committee, a licensed psychologist, attend as a registrant. Presentation audits are designed to be non-intrusive, so as not to interfere with the educational experience, and collegial in nature. Generally, sponsor providers are contacted in advance although unannounced audits also occur. A simple audit form is completed and sponsor providers receive a copy.

As the audit is required by regulation, it is considered to be a business relationship with an exchange of value between the three parties: the sponsor provider, auditor, and the Accrediting Agency. Auditors are psychologists who donate their time to the PPR Review Committee. They are not paid for performing this professional service so the regulated fees that fund the program are not calculated for this expense. In return, the sponsor provider is asked to grant entrance to the course to be audited at no charge. If the auditor fulfills all of the attendance and evaluation requirements of the course and seeks PPR credit for the course, the Agency waives the reporting fee for the auditor.

The role of the auditor is to act as an advocate rather than an adversary. The intent is to provide knowledgeable feedback about the requirements of the program and how the sponsor provider can meet those requirements if they are not currently being met. If problems are observed, a member of the review committee may act as a liaison to work with the sponsor provider organization to improve the content, organization or delivery of course material.

If the content of the course is assessed to fall below the expected post-licensure level for a psychologist, the sponsor provider organization will automatically be placed on probation. (See sponsor provider application overview section for more information about probation.) Probation is an internal appraisal. There is no automatic change in approved sponsor provider status. Where necessary, staff will provide the necessary support to meet the administrative requirements of the program.

Administrative Audits

Administrative audits are performed by staff and generally consist of an on-site visit where a senior staff person reviews your records and is available as a resource for support on any administrative aspect of the program. The Accrediting Agency may also ask that copies of selected records be mailed in lieu of an on-site visit.

Appendix F: RENEWALS Approved PPR Sponsor Providers

Approved PPR Sponsor provider status must be renewed each year. In an effort to reduce the number of documents your organization must possess for the PPR program, there are no "renewal forms" to complete. Notification of your organization's renewal date will be mailed approximately two months prior to your sponsor provider status expiration. If you do not complete the renewal process, your organization will automatically be placed on inactive status. It is your organization's responsibility to ensure that the renewal process has been completed. The sponsor provider status renewal process is as follows:

1. Submit one copy of the Sponsor provider Renewal Application. This form must be completed noting all changes to your organizations address, developer and administrator, records management, or specialty areas. This application must be signed by the program developer and administrator. If one person is performing both functions, he/she should sign it twice, once as developer and once as administrator.

2. Submit a check for the regulated $200 sponsor provider fee.

If the program developer has changed, and a change of information sheet has not been submitted to the Accrediting Agency, new vitae must be submitted with the renewal application to be reviewed by the PPR Review Committee prior to the renewal being granted.

If any other changes have occurred that would effect program development, such as changes in consulting psychologists (if your program developer is not a psychologist), a review of the new vitae and updated information will be necessary in order for renewal to be granted.

Renewal status will be based on your organization's good standing as a sponsor provider within the PPR program; however, the PPR always reserves the right to request any other information necessary to issue sponsor provider renewal status to any sponsor provider, to include a complete sponsor provider application in lieu of the standard sponsor provider renewal procedure

Courses

Courses are approved for one year from the date of the approval letter for the original course application. We realize, however, that some courses may be taught, using the same exact course material and instructors for longer than one year. PPR will always attempt to reduce the amount of paperwork involved for sponsor providers within the PPR system. As a result, PPR may renew courses that have been previously approved at the request of the sponsor provider, rather than requiring a new course application in full. In effect, the Accrediting Agency will be reassessing the course for approval to ensure that the course is exactly the same as the original, and renewing the course for another year. This process can be used only once for each approved original course application. Sponsor providers may renew a course through the following procedure:

1. Submit one copy of the Exact Repeat/Renewal Course Application. This form must be completed noting changes to the course date, the times the course will take place, and the location of the new course. This application must be signed by the program developer and administrator. If one person is performing both functions, he/she should sign it twice, once as developer and once as administrator.
2. Submit a signed copy of an After Course Agreement.
3. Submit a check for the regulated $35 course application fee.

If you change the course in any way that would effect course material or instruction, such as changes to the course syllabus, you must submit the updated information to the PPR with the course renewal material.

Course renewal status will be based on your organization's good standing as a sponsor provider within the PPR program, as well as the good standing of the course being renewed. The PPR always reserves the right to request any other information necessary to issue course renewal status for any course to include the right to request a new course application in lieu of the above renewal procedure.

If you have any question regarding the eligibility of a course for the renewal process, please contact the PPR staff.

Appendix G: PROMOTIONAL MATERIAL

The advertising requirements for the PPR program are found in the Board of Psychology regulations section 1397.65 (h). If you advertise your course outside of your organization, you must include the name of the approved PPR sponsor provider for the course, the course title, the PPR course approval number, the amount of approved PPR instructional hours, and the name of the accrediting agency. This information must accompany any advertisement made to the public where PPR credit is promised or implied.

Advertisements within an organization, such as hospital grand rounds or in-service training, must clearly show the current status of the course. At a minimum, the advertisement must include the name of the approved PPR sponsor provider, the PPR course

number, and the amount of approved PPR instructional hours for the course. The advertisement must clearly state the current status of the course, and may not imply approval if the course has not yet been formally approved.

If a course you wish to advertise has not yet received PPR approval, you may mention the PPR program, but you must not use language that implies the course will be approved. All of the elements above must be present in any advertisement *for a* course that mentions the PPR program, except the course approval number. Language used must be clear and it must be apparent that the course has not received PPR approval. The suggested language follows:

"This course has been submitted to
PPR for approval."
or
"This course is currently under review by PPR."

The use of the words "approval pending" implies that the course will be approved and may not be used for advertising courses that are intended for PPR credit. Misrepresenting the PPR approval status of a course is grounds for the revocation of PPR sponsor provider status, and leaves your organization vulnerable to legal action by psychologists who depend on you to provide accurate information.

Promoting Co-Sponsored Events

If an approved course is co-sponsored, all co-sponsors must clearly be identified in promotional materials. Additionally, the material must clearly state which sponsor provider is responsible for upholding PPR criteria by including the following statement:

"(Sponsor provider) is approved by the PPR to offer mandatory continuing education for psychologists and maintains sole responsibility for the program."

Appendix H: Conference Organization Guide

The better organized the overall application is when submitted, the less time is required for the review process, and the better chance the application stands of being approved. We receive many different organizational formats, some more successful than others. This guide is designed to provide helpful advi on how to organize material for Conference applications. Examples are included.

Provide a total of three copies of the course application and all of the required attachments - We need you to submit a total of three copies because two copies are mailed out to a PPR Review Team while the third copy is kept at PPR.

Assemble the application in the following order - The application is made up of six parts:

- the application itself
- the overall outline and description
- *the* syllabi (see below)
- the curriculum vitae (see below)
- the administrative attachments (participant evaluation, course evaluation, attendance list, and attendance certificate)
- the After Course Agreement signed by the PPR Administrator of your organization

Please assemble the parts in this order.

Identify the individual sessions -- Identifying the individual sessions is one of the important aspect of a successful application. This allows the Accrediting Agency Staff and PPR Review Committee to clearly distinguish and track each session during the administrative and content review. Assign each session a unique number. Writing the number on the top right-hand corner of each syllabus and corresponding CV is one easy means of clearly identifying the session and instructor. If an instructor is teaching more than one session, there will be more than one session number at the top right-hand corner his or her CV. *For example, in* the given sample outline Dr. Sally Reins is teaching twice. The session numbers, F2 and F3, should be at the top right-hand corner of her CV.

Match the syllabi with the appropriate curriculum vitae - The larger the conference, the more important this component is. Verifying all of the syllabus material and corresponding curriculum vitae is the most time consuming part of the administrative review. The faster the Accrediting Agency staff can verify that all material are present, the faster your application can be reviewed.
Our experience has shown that the most expeditious administrative review time has occurred when the curriculum vita is attached to the back of the corresponding syllabus and assembled in chronological order. *For example,* in the given sample outline the first course is, "Advanced Topics in Child Abuse," by Dr. Henry Smith and the second course is, "Implications of Child Abuse in the Home," by Dr. Sally Rein the first set would be

Dr. Henry Smith's CV stapled to the back of the syllabus material for, "Advanced Topics in Child Abuse," and the second set would be Dr. Sally Reins' CV stapled in back of the syllabus material for the session she was presenting. Should an instructor be presenting more than one session, you may staple all syllabi to the CV or indicate where the CV is located.

NOTE: Should you decide to separate the syllabi from the CVs, please keep both sets in chronological order or the syllabus in chronological order and the curriculum vitae alphabetized. This method is commonly used when the syllabus material is integrated within a brochure.

Conference Syllabus Guide

Conference applications pose a challenge for many PPR sponsor providers. We receive many different formats for syllabus material. Some formats are more successful than others at demonstrating how the Conference and the individual sessions meet the PPR requirements. This section is designed to provide helpful advice on how to submit syllabus material for conference applications.

Provide a descriptive overview of the Conference - An overview helps the PPR Review Committee understand the direction and scope of the conference. This gives them the context into which they can place the individual sessions. This can make the difference between an approval and a request for more information, especially for those sessions that include other professions.

Provide an overall outline for the Conference -- A timed schedule including dates, times, session numbers, titles, and instructors is necessary for the Accrediting Agency staff and PPR Review Committee to keep track of the material you have submitted for the conference. This is an important key. Without this, the Accrediting Agency staff cannot verify the total amount of hours, nor verify if all of the sessions and curriculum vitae have been submitted in order to send the application out to review (please see attached sample). Often times, the conference brochure gives all the necessary information and if it includes adequate descriptions for each of the sessions, it may cover the requirement for the syllabus material.

Include a description of the material covered in each session - The PPR Review Committee must decide whether each session within the conference meets the PPR requirements. Often, we receive "handout" material that is meant to substitute for a description of the session. Although this material may be helpful, it rarely gives the committee members the information they need when submitted without any descriptive material. In fact, many times the description of the individual sessions will suffice by itself, depending on the length of the session, and the topic covered. The description should clearly state how the session will pertain specifically to psychology, how the session presents advanced material, and what is being taught in the session.

Include the goals for each session - The individual session goals help the committee understand your expectations for the sessions. Although the goals for the overall conference help, it is the goals for the individual sessions that allow the committee to determine the level of the material covered in each session.

Length and depth - Both the length of each session and the depth of the material effect the need for a more thorough syllabus. Sessions that run for one hour are often very limited in scope and require less explanatory material than sessions that run longer. However, it is recommended that a timed outline of the main points be submitted for a session that is three or more hours long. Take this into account when you are deciding how much material you need to submit for each session. Depth can also effect your need to include a more thorough description of the material covered. Sessions that cover basic topics may need more descriptive material that clarifies the advanced nature of the topics than more advanced material. Your mission is to provide the PPR Review Committee with material that allows them to determine that the sessions will be pertinent to the theory, practice, methodology, or research of psychology at a post-licensure level for psychologists, and how the sessions will provide psychologists with client care skills that are directly beneficial to the consumer of psychological services. If the descriptive material does not cover these requirements, the PPR Review Committee will request more information from your organization.

Example of Goals and Learning Objectives

(From the University of South Florida College of Medicine, an APA Approved Sponsor)

Learning Objectives for a 12 hour C. E. Credit Course:

Upon completion of this course or seminar, the participant should be able to:

Utilize evidence-based practice parameters in the evaluation and management of dementia

Effectively screen and differentiate age-associated cognitive decline and early Alzheimer's disease

Compare and contrast anti-dementia medications

Identify distinguishing features of vascular changes and dementia in the elderly

Assess specific pharmacogenomic strategies and how these will be used in behavioral health to map out innovative strategies

Identify complementary and alternative treatment strategies for memory and cognitive enhancement

Diagnose the major psychiatric/psychological complications of cancer in the elderly and its treatment

Implement behavioral and pharmacological treatment strategies for anxiety, psychosis, delirium, and sexual dysfunction

Assess and treat common hearing problems in the office

Identify and manage compulsive hoarding, picking, and related disorders in the elderly

Diagnose and treat the most common symptoms of mental distress following traumatic events and naturally-occurring disasters

Helpful Hints/Most Common Errors

Total Instructional Time - The total instructional time is the total amount of hours one psychologist can obtain by attending the full conference. One common error made when calculating the hours is adding concurrent sessions. *For example,* in the given sample outline, Friday's total amount of hours possible is five, not seven. The total amount for the conference is 11, not 19.

Another common error is leaving the amount blank. Your organization must identify the sessions you would like reviewed for PPR approval. Without a given number, we are unable to verify the amount intended and we must request this information prior to processing the application.

Calculating credit hours - Credit hours must directly relate to actual hours of instruction. PPR credit will not be offered for programs less than one hour in length. Credit will be assigned in units of whole or half-hours (after the first full hour) *For example,* a session that lasts for 1.75 hours will be decreased to 1.5 hours. All breaks longer than 15 minutes, within a session, cannot be counted for credit. Distribution of hours may also be calculated in blocks as long as the attendee is present for the entire block to receive credit. *For example,* an attendee must attend either morning or afternoon blocks which may consist of three sessions that are .75 hours long, a 15 minute break, and a panel discussion for .5 hours long which equals to a total of three hours per block.

Poster Sessions - Poster sessions may not be included. These are not considered didactic and therefore cannot be approved for PPR credit. Please omit all of the poster sessions before submitting the application.

Separating the Sessions - Every once in a while we receive a Conference application as separate applications. Please treat your conference as a single submission. Do not submit separate applications for each individual session.

Curriculum Vitae - Some sessions will have more than one presenter (e.g. panel discussions). The vitae for all presenters may not be necessary if the primary presenter has sufficient training and expertise in the topical area to be discussed.

Co-Sponsorship -- You are the submitting organization and the approved PPR sponsor provider; therefore, your organization must be responsible for course content, administrative policies, course monitoring, and course records.

Treat all applications individually - If you are submitting a Sponsor provider Application with your Conference Application, please remember that these are separate applications and each requires its own set of documents. Please do not integrate the two. A common error is when the developer's CV and the sample course evaluation are submitted once for two separate applications. If the developer is presenting in the conference, you must submit a total of six copies of his or her curriculum *vita:* three with the Sponsor provider application and three with the Conference application.

Signed After Course Agreement - Only one copy of the After Course Agreement, signed by the PPR Administrator of your organization, is necessary.

Course Evaluation, Attendance List, and Attendance Certificate -You may indicate on the application that these documents are "on file" if you have sent the documents with a previous course application and *they* have not changed.

Binding and Folders - Please do not permanently bind the application or put it in a folder.

Alternate Methods for Attendance Monitoring

Based on feedback, we have found it helpful to suggest a few alternative approaches to a sign-in sheet for all participants. Several organizations have found various approaches that function more efficiently, especially with large groups. Please remember that your organization must employ some type of active attendance monitoring system during the conference.

Card Stock Form - One sponsor provider gives all attendees a card stock form (about double the size of a business card) containing a four square form. These are given to psychologists as they arrive - the monitors control access so that they are not available 15 minutes after the program begins. Monitors simply use a variety of rubber stamps in the squares to verify that attendees stayed and returned appropriately. Stamping a form is much quicker than finding a name on a list and initializing it. Psychologists would then put their name and license number on one side of the card (potentially printed with the name and date of the program) and turn it in along with their examination and evaluation

in exchange for a certificate. Monitors would confirm at that point that all stamps are in place and the psychologists are eligible for a certificate.

Half Sheet Form(s) - Another approach is to give all attendees a half sheet form (using the sample enclosed, either single or in triplicate) as they arrive. Access again is controlled so that forms are not available for late arrivals. At the end of the day, the signed form is given to monitors along with the evaluation and examination in exchange for a certificate. Forms are not accepted by the monitors before the end of the program.

During the afternoon session, the monitors can sort through the copies, match them and place them in alphabetical order. Then, at the end of the day, attendees return the third copy of the form they were given in the morning along with their evaluation and examination in exchange for their certificate. Monitors can either confirm the receipt of the two earlier copies (without notations) or that can be confirmed at a later time. For the very few psychologists where there are no matching forms or who have notations, individualized letters can be sent explaining they will not be reported because your organization cannot confirm their attendance.

There are other variations and approaches. PPR is open to any method that works so long as the attendance is actively monitored. No one benefits from long lines of unhappy psychologists. If you have any further questions or creative solutions that we can pass along to other sponsor providers, please let us know.

Note: Similar to PPR's and other collegial psychological organizations utilization of APA's excellent Ethics publications, among others, PPR is also utilizing the following page examples (as it has above,) from California's MCEPAA. They are good examples for all PPR Sponsor Providers.

Course Application

Failure to complete this application and submit it with the authorized signatures will cause a delay in the processing of your course application

A separate course application is required for each course offering.

- Some of the information supplied may be published.
- Responses must be typed in the spaces provided.
- The required checklist may be hand written.

HAND WRITTEN APPLICATIONS WILL NOT BE ACCEPTED.

A. Provider Information:

Provider Name: The Psychological Institute
MCEP Provider #: PSY001
Phone: (510) 555-1234
MCEP Program Administrator: John Smith
MCEP Program Developer: Melanie Jung-Ellis

B. Course Information:

Course Title: 21 SE Annual Child Abuse Conference
Standard Course Fee: $1500
Discounts available? (Yes or No) Yes
Course Date(s): March 20-22, 2005
Course Time(s): Friday 8:00 am - 4:00 pm
Saturday 9:00 am - 12:00 pm
Sunday 8:00 am - 11:30 am
Total Instructional Time: I1 hours
Course Site Address: San Francisco Airport Marriott
1800 Old Bayshore Highway (San Francisco
State: CA
Zip: 94010
Phone: (415) 692-9100

Course Category (choose either fixed or variable not both!)

Definition: Fixed Credit (each attendee earns the same hours)

Definition: Variable Credit (some attendees may earn more or less that others)

Course Level *(choose* **one):**

Advanced

Introductory (useful for psychologists new to this field)
Intermediate (useful for psychologists with limited experience in this field)
Advanced (useful for psychologists with extensive experience in this field)

Target Audience

Licensed Psychologists
MFCC/LCSW
❑ MD/RN's
❑ Other Non-Mental Health Professionals
❑ General Public

C. Primary Instructor Information

Name: Melanie Jung Ellis
Address: 555 Middlefield
City: Oakland
State: CA
Zip:
Daytime Phone: (510) 555-1234
Fax: (510) 555-4321

D. Co-Sponsorship Information:

Is this course co-sponsored?
Name of co-sponsoring organization: Pacific Psychological Association
Contact Name: Paul Smith
Address: 2424 Van Nuys
City: San Francisco
State: CA
Zip:
Phone: (415) 555-1342

Section I - Course Material

Standard: Course material will be pertinent, accurate and will clearly contribute to the area of practice, theory or methodology at a post-doctorate level.

Please enclose the following documents:

- **Course syllabus containing (information for peer review):**
  1. Course outline, including time devoted to each topic covered
  2. Description of content to include:
     a. How will the client (consumer) benefit from this course
     b If the topic of the course is non-traditional or innovative:
        i. Show its linkage to established science and/or practice of psychology
        ii. Address limits/strengths of this theory or approach
  3 _ Course goals and objectives

- **Instructor vitae**

- **Course Material checklist (checklist to assure submission of complete packet)**

Section II -- Evaluation Process
Standard: Every course shall include an evaluation process that assesses both the effectiveness of the course. Distance learning Courses only - require an evaluation to determine participant achievement in accordance with the course's goals and objectives.

Please enclose the following documents:

- Sample course evaluation forms Enclosed On File

- Description or example of the participant evaluation or learning assessment - **(required for distance learning courses only!)**

Section III -•- Administration
Standard: Course monitoring procedures (attendance documentation, credit assignment) and record keeping is in accordance with state regulations and PPR's policy.

Please enclose the following documents:

- Sample attendee list format * ❑ Enclosed On File

- Sample attendance certificate * ❑ Enclosed On File

- Signed After Course Agreement

** Note: Sample forms marked with an asterisk may be listed as "on file with the MCEPAA " **on the Course Materials Checklist** if they have not changed from previously submitted and approved samples.*

Please provide answers to the following questions:

A. Course Monitoring
   1. Describe your procedures for actively monitoring course attendance.
      Psychologists will be required to sign in and out for each session. Monitors will be present to ensure the process.
   2. How do you plan to identify psychology licensees who attend your programs for reporting and attendance monitoring purposes?
      Attendees are asked to put their license number on their registration forms and again on the sign in sheet at each workshop they attend.

B. Co-sponsorship
if this course, or the larger event this course is part of, is sponsored or co-sponsored in full or in part by another organization, this section of the application must be completed.

Please remember that your organization as the approved MCEP provider, must maintain responsibility for:

- *course content*
- *monitoring*
- *records*
- *administrative policies*

Identify the organization responsible for each of the following areas:

Course content: The Psychological Institute
Course presentation: The Psychological Institute/Pacific Psychological Association
Course monitoring: The Psychological Institute Course records: The Psychological Institute
Advertising/Marketing: Pacific Psychological Association
Financial Arrangements: Pacific Psychological Association
Administrative Policies: The Psychological Institute

Section IV - Authorization

I certify, on behalf of (The Psychological Institute), that the preceding statements and the enclosed documents are true. I understand that any false statements may result in the revocation of provider approval. I understand that I am responsible for maintaining all standards outlined in the provider application and that this course may be subject to either an unannounced on-site course audit or an administrative audit.

Program Developer Signature

Date:

Program Administrator Signature

Date:

Both signatures are required to process application.

Section V - Payment

A non-refundable PPR course application fee of S35 ($ 100 for conferences), made payable to PPR, must accompany 3 copies of this application, including required attachments.

Check enclosed

- ❑ Please bill my credit card:
  - ❑ Visa Account #:
  - ❑ MasterCard Exp. Date:

Important

Completion of this form does not constitute PPR course approval status. If granted, PPR course approval will become effective on the date set forth in the notification of approval letter.

Course Material Checklist

Syllabus: *3 copies*

Course syllabus material must show how the course pertains to the theory, practice, methodology, or research of the professional practice of psychology at a post-licensure level, and how the material will make the consumer of psychological services the direct beneficiary of the course.

Course outline, including time devoted to each topic covered

Description of content, clearly outlining the advanced topics covered

Course goals and objectives, as they apply to the delivery of psychological care

Instructor *Vitae: 3 copies*

A CV must be submitted for each instructor teaching a significant portion of the course. The CV must show the instructor's education and/or experience with the topic covered, as well as their prior post-doctoral teaching experience, specialized training, recognition from professional groups, and/or publications on the topic covered.

Instructor vitae, for each instructor teaching a significant portion of the course

Distance Learning Courses: 3 copies

The following items must accompany any application for a distance learning course.

Description of delivery method, including the rationale for using this method

Description of participant identification method

Explanation for how instructional hours are determined for this course

Explanation for how course completion is determined and the basis for awarding credit

Evaluations 1 copy

Two evaluations are required by the MCE regulations. One evaluation must allow the participants to assess the instructor's knowledge and teaching ability, and whether the course was both consistent with, and met, the stated goals and objectives. The second evaluation must allow the participants to assess their learning in the course.

- ❑ Sample course evaluation form On file with the PPR
- ❑ Description or example of the participant evaluation or learning assessment **(Required for distance learning courses only!)**

Administration: 1 copy

These forms must include all identifying information required by the MCEP regulations and Accrediting Agency policy.

- ❑ Sample attendance list ❑ On file with PPR

Sample attendance certificate On file with the PPR

Signed after course agreement (this cannot be listed as "on file")

The above materials should be collated into three (3) Sets (Original + two (2) Copies)

The evaluation and administrative materials should be included with the original copy!

Aftercourse Agreement
Recordkeeping Requirements

The following is a list of recordkeeping/administrative requirements that are the responsibility of the provider upon the completion of an MCEP course.

1. Within 45 days of the course ending, the provider must furnish the Accrediting Agency with:

    2. A list of psychology licensees (name and license number) who completed the course

    3. One check covering the regulated $7 per psychology licensee

    4. Copies of all advertising/marketing materials used to promote the course

    5. A summary report of the course evaluation responses

2. Within 45 days of the course ending, the provider must furnish the course attendees with a certificate of attendance that meets the regulated requirements.

3. Attendance records for this course, (including attendance rosters, sign-in/sign-out sheets, and completed course evaluations) must be maintained for three years.

    4. If the course was cancelled or no California Psychologists were attendance, the provider must notify the Accrediting Agency in writing and submit the marketing materials within 45 days of the course end date.

Agreement

I understand that failure to comply with the above agreement will result in a delay of approving future course applications until all material has been submitted completely and satisfactorily for this course.

PPR Program Administrator Signature Date _____

Conference Outline

Friday, May 20, 2005

FI 8:00-10:00, "Advanced Topics in Child Abuse," Dr. Henry Smith, 2 hrs
F2 8:00-10:00, "Implications of Child Abuse in the Home," Dr. Sally Reins, 2 hrs
F3 1:00-4:00, "How to Prevent Child Abuse in the Home," Dr. Sally Reins, 3 hrs

Total Hours Possible for Day: 5 hrs

Saturday, May 21, 2005

S4 9:00-11:15, "How Much Punishment is too Much for a Child?" Dr. Bradley Stein, 2 hrs
S5 9:00-12:00, "Treatment of Child Abuse Victims," Dr. Tammy Allan, 3 hrs
SS 10:00-11:45, "The Effects of Child Abuse," Dr. Ned Edison, 1.5 hrs

Total Hours Possible for Day: 3 hrs

Sunday, May 22, 2005

S7 8:00-10:00, "Long Range Effects of Child Abuse," Dr. Jolla Marie Star, 2 hrs
S8 8:00-10:00, "Generations of Child Abuse," Dr. William Gassman, 2 hrs
S9 10:30-11:30, "Treatment of an Untreated Victim of Child Abuse," Dr. Sylvia Boyd, 1 hr

Total Hours Possible for Day: 3 hrs

Total Hours Received for **TOTAL CONFERENCE:** 11 hrs variable

NOTE: If you have any scheduled breaks or lunches within your sessions, these should be included within the time schedule out-line as well. Thank you.

Advanced Topics in Child Abuse
Henry Smith, Ph.D.
5/21/99, 8 a.m. -- 10 a.m. (2 hrs)
Syllabus (Template)

Description of session

Outline

Goals and Objectives

Post Test Questions (optional)

Henry Smith PhD
Curriculum vita
(Template)

Education

Work Experience
(to include teaching and presentation experience)

Publications
(if necessary)

Implications of Child Abuse in the Home
Sally Reins, Ph. D.
5/21/09, 8 a.m. -- 10 a.m. (2 hrs)
Syllabus (Template)

Description of Session

Outline

Goals and Objectives

Post Test Questions (optional)

Sally Reins, Ph.D.

Curriculum Vita

(2nd Example Template)

Work Experience and Publications

(To include teaching and presentation experience)

(Example) California Psychological Association Mandatory Continuing Education for Psychologists (MCEP)

Title: ***Clinical Psychopharmacology Meaning Introduction***

Date:___ _____ MCEP Course No,: *00000,-00004-0000* Credit Hrs: ___

Print Name: _____ Ca. License No.: _____

Signature:_____
(Sign in)

Signature:_____
(Sign out)

CPA Authorized Signature:_____

White: sign in, ***Yellow*** sign out, ***Pink:*** psychologist copy

Instructions for Attendance Monitoring Using This Form

As attendees enter the room, they are asked to print their names and license numbers *and* sign in. The white copy is kept by the monitor and the attendee keeps the rest.

2. Upon exiting, attended turn in their course evaluation (and participant evaluation when appropriate) and the form with their sign out signature

3. The monitor then signs the authorized signature space certifying that the attendee has bee present for the entire presentation. The monitor keeps the yellow copy and returns the pink copy to the attendee.

4. Bake at the office, staff matches the white and yellow copies cresting a sign in/sign out list from which a list is created to report the attendees to the Accrediting Agency.

Appendix I

APA Ethical Principles of Psychologists and Code of Conduct

Effective June 1, 2003

This material, taken from the APA Ethical Standards, is a representation of the section Resolving Ethical Issues Only

A full version of the APA Ethical Standards is available on the Internet at http: //www. apa.org/ethics/

1. RESOLVING ETHICAL ISSUES

1.01 Misuse of Psychologists' Work

If psychologists learn of misuse or misrepresentation of their work, they take reasonable steps to correct or minimize the misuse or misrepresentation.

1.02 Conflicts Between Ethics and Law, Regulations, or Other Governing Legal Authority

If psychologists' ethical responsibilities conflict with law, regulations, or other governing legal authority, psychologists make known their commitment to the Ethics Code and take steps to resolve the conflict. If the conflict is irresolvable via such means, psychologists may adhere to the requirements of the law, regulations, or other governing legal authority.

1.03 Conflicts Between Ethics and Organizational Demands

If the demands of an organization with which psychologists are affiliated or for whom they are working conflict with this Ethics Code, psychologists clarify the nature of the conflict, make known their commitment to the Ethics Code, and to the extent feasible, resolve the conflict in a way that permits adherence to the Ethics Code.

1.04 Informal Resolution of Ethical Violations

When psychologists believe that there may have been an ethical violation by another psychologist, they attempt to resolve the issue by bringing it to the attention of that individual, if an informal resolution appears appropriate and the intervention does not violate any confidentiality rights that may be involved. (See also Standards 1.02, Conflicts Between Ethics and Law, Regulations, or Other Governing Legal Authority, and 1.03, Conflicts Between Ethics and Organizational Demands.)

1.05 Reporting Ethical Violations

If an apparent ethical violation has substantially harmed or is like - *v* to substantially harm a person or organization and is not appropriate for informal resolution under Standard 1.04, Informal Resolution of Ethical Violations, or is not resolved properly in that fashion, psychologists take further action appropriate to the situation. Such action might include referral to state or national committees on professional ethics, to state licensing boards, or to the appropriate institutional authorities. This standard does not apply when an intervention would violate confidentiality rights or when psychologists have been retained to review the work of another psychologist *whose* professional conduct is in question. (See also Standard 1.02, Conflicts Between Ethics and Law, Regulations, or Other Governing Legal Authority.)

1.06 Cooperating With Ethics Committees

Psychologists cooperate in ethics investigations, proceedings, and resulting requirements of the APA or any affiliated state psychological association to which they belong. In doing so, they address any confidentiality issues. Failure to cooperate is itself an ethics violation. However, making a request for deferment of adjudication of an ethics complaint pending the outcome of litigation does not alone constitute non-cooperation.

1.07 Improper Complaints

Psychologists do not file or encourage the filing of ethics complaints that are made with reckless disregard for or willful ignorance of facts that would disprove the allegation.

1.08 Unfair Discrimination Against Complainants and Respondents

Psychologists do not deny persons employment, advancement, admissions to academic or other programs, tenure, or promotion, based solely upon their having made or their being the subject of an ethics complaint. This does not preclude taking action based upon the outcome of such proceedings or considering other appropriate information.

Appendix J: Contact Information

Write to:

PPR
2110 N. E. 206 Street
North Miami Beach, FL 33179-2229

Telephone Numbers:

PPR Sponsor Provider Assistance Line - (866) 653-8777

This service is for sponsor providers, and their organizations, only. It is designed as a fast access to the Information and assistance needed during the sponsor provider or course application and approval process. These are priority calls for the accrediting agency staff and, while you may reach voice mail, these are the calls that will be returned first.

PPR - (305) 931-3552

This is the general contact for psychologists seeking information about the PPR program in general, how course credit is tracked and reported to the BOP, and how to file the reporting form for regulated, non-agency approved courses.

PPR Fax - (305) 937-7636

This is the main fax line for PPR. The fax may be used for any transmission of ten pages or less. Please do not fax Initial Course Applications, as they will not be accepted for review.

Internet

PPR E-mail – ppr@aol.com

PPR website: pprpsych.com

This may be used by sponsor providers and psychologists' general correspondence. E-mail is answered twice daily and questions are answered fully when practicable. Questions requiring a more detailed response will be answered by regular mail or phone; however, you will be notified if this is to occur. The e-mail serviced used by the PPR does not allow file attachments. Lengthy messages should be sent through regular mail service or fax.

Mailing Lists

Mailing lists for psychologists can be obtained from a number of sources. The California Department of Consumer Affairs can provide mailing lists/labels of all California licensed psychologists.

Contact the California Department of Consumer Affairs for information regarding mailing lists of California licensed psychologists. For information about the DCA mailing list/label prices and policies, phone:

California Department of Consumer Affairs Public Sales Office
(916) 323-7018

Appendix K: PPR Sponsorship Reciprocity for APA C. E. Accepted Sponsors

PPR's Policy is to provide the opportunity through application, for reciprocity to active, APA C. E. Accepted Sponsors.

Failure to complete this application and submit it with the authorized signatures will result in the return of the sponsor provider application without further review.

Some of the information supplied herein may be published.
HAND WRITTEN APPLICATIONS WILL NOT BE ACCEPTED.

A, **Applicant:** Organization Individual

Sponsor provider Name:
Mailing Address:
City: State: Zip:
Main Phone:
Fax:
Email: URL:

B. PPR Program Developer:
Name: Title: Phone: Email:

C. PPR Program Administrator:
Name: Title: Phone: Email:

D. Person Responsible for MCE Program Records:
Name: Title: Phone: Fax:
Primary Records Storage Address:
City
State: Zip:

E. Sponsor provider Type
Please indicate description of sponsor provider:

- Individual
- Group Practice
- Hospital
- Professional Association
- County/State Agency
- Univ./Professional School
- Other Health Facility
- Other Educational Organization
- Other (please specify):

F. Specialty Area/Primary Theoretical Approach (Keywords if any):

G. **State or national educational accreditations or any other CE sponsor provider approval or recognition that you hold (i.e.,** WASC, JCAHO, APA, etc.):

- ACCME
- APA
- APA INT
- ASSECT
- BBS
- MCLE
- NAADAC
- NBCC
- WASC

H. **Publish your course information on our *website?***

- ❑ Yes, Our programs are open to the public
- ❑ NO, Our programs are for staff and close associates

Section I - Program Selection and Development

Standard: An PPR sponsor provider's educational program is based on stated educational goals, and it clearly contributes to the continuing education of psychologists in the area of practice, theory or methodology at a post-doctoral level.

A. Curriculum Content

How do you assure that course material contributes to the post-doctoral education of psychologists? For distance learning course development: How do you determine a proper methodology for the delivery of distance learning courses, given the material to be presented?

B. Program Development

I. What are the qualifications of the person responsible for your CE program, including the person's distance learning qualifications, if your organization intends to offer distance learning courses? Please enclose a vita or any other information you think would be helpful.

2. If the person responsible *for the* program development is not a licensed psychologist, please designate and describe the contributions of a consulting psychologist in connection with your educational program selection and development. NOTE: Please include a vita of your consulting psychologist.

C. Goals and Objective

1.- What are the goals and objectives of your CE program?

See example of this area above in this manual.

2.- How do you maintain balance and objectivity in your program so that presentations do not predominantly reflect the commercial view of the presenter, the sponsor provider organization, and/or anyone providing financial assistance to the organization or presenter?

D. Instructional Staff and Methods

1. What criteria do you use in selecting your instructors?

2. For distance learning courses: How do you determine that an instructor has sufficient expertise in distance learning technologies to effectively present a distance learning course?

3. How do you encourage the use of innovative and interesting teaching methods?

Section II - Administration

Standard: An PPR sponsor provider's capacity includes sufficient resources for program monitoring and record keeping, and clearly delineated assignment of responsibility for complying with PPR regulations and Accrediting Agency policy.

A. General Organization

1.-How is your CE Program organized and administered?

2.-How is your CE program funded?

3.-❑ tuition fees

4.-❑ other (please explain below)

B. General Monitoring

1. Do you have an annual review in place to assure compliance with current regulations and maintain awareness of any revisions in MCE regulations? If not, how do you intend to implement changes in the regulations and accrediting agency policy?

2. How do you monitor and evaluate an instructor's experience, knowledge level and teaching ability?

3. Please enclose examples of course evaluations you use in your program. (At a minimum, these evaluations should cover instructor's knowledge and teaching ability, and whether the course was both consistent with and met its stated goals and objectives.)

4. How is the evaluation feedback incorporated into your curriculum development process?

C. Record Keeping

1. How do you plan to comply with the MCE record keeping requirements?

❑ hard copy
- disk
- micro-fiche

❑ other (please explain)

2. Will the full three years of records be stored on-site or off?

3. If non-current records (i.e., other than the current year's records) are stored off-site, how will you respond to psychologists requesting records or verification from previous years?

D. Ethical complaints

How do you investigate and handle complaints of an ethical or quality control nature? Please include both your process and the standards to be applied.

E. Equal opportunity

How does your organization create a supportive environment regardless of an individual's sexual orientation, gender, race/culture or religious background?

F. Equal access

1. How do you determine that the facilities you use are accessible according to the Americans with Disabilities Act?

2. Does your advertising include a statement on how to request reasonable accommodations for disabilities? How do you plan to provide reasonable accommodations?

Section III - Authorization

I certify, on behalf of (sponsor provider organization name), that the preceding statements are true and I understand that any false statements may result in denial or revocation of approval. Our organization agrees to comply with all MCE regulations and the policies of the accrediting agency. In addition, our organization agrees to maintain the highest ethical standards as stated in the APA Ethical Principles of Psychologists and Code of Conduct. Finally, our organization agrees to fulfill the spirit of all standards relating to equal opportunity and equal access.

Program Developer Signature

Date: _____

Program Administrator Signature

_____

Date: _____

NOTE: Both signatures are required to process application.

MCE Sponsor provider Application Checklist

Please be sure to include the following:

- Vita of person responsible for CE program (Section IB I)
- Course Evaluation Sample (Section 2B4)
- Application Fee

Section IV - Payment

The regulated PPR sponsor provider application fee in the amount of $200.00 made payable to the PPR (PPR) must accompany this application.

Sponsor provider Name: _____

Check enclosed

Please bill my credit card:

Visa Account #:

MasterCard Exp. Date:

IMPORTANT: Completion of this form does not constitute PPR approved sponsor provider status. If granted, your status as a PPR approved Sponsor Provider will become effective on the date set forth in the notification of approval letter

Mandatory Continuing Education for Psychologists

Course Application

Failure to complete this application and submit it with the authorized signatures will cause a delay in the processing of your course application

A separate course application is required for each course offering.

- Some of the information supplied may be published.
- Responses must be typed in the spaces provided.
- The required checklist may be hand written.

HAND WRITTEN APPLICATIONS WILL NOT BE ACCEPTED.

A. **Sponsor provider Information:**
Sponsor provider Name:
PPR Sponsor Provider #:
Phone:
PPR Program Administrator: PPR Program Developer:

B. **Course Information:** Course Title:
Standard Course Fee:
Discounts available? (Yes or No)
Course Date(s): Course Time(s):
Total Instructional Time:
Course Site Address:
City:
State:
Zip:
Phone:

Course Category (choose either fixed or variable not both!)

Definition: Fixed Credit (each attendee earns the same hours)

Definition: Variable Credit (some attendees may earn more or less that others) Variable Grand Rounds

Course Level (choose one):
Introductory
Introductory (useful for psychologists new to this field)
Intermediate (useful for psychologists with limited experience in this field) Advanced (useful for psychologists with extensive experience in this field)

Target Audience
Licensed Psychologists
MFCC/LCSW
MD/RN's
Other Non-Mental Health Professionals
General Public

C. Primary Instructor Information

Name:
Address:
City:
State:
Zip:
Daytime Phone: Fax:

D. Co-Sponsorship Information:

Is this course co-sponsored? Name of co-sponsoring organization: Contact Name:
Address:
City:
State:
Zip:
Phone:

Section I - Course Material
Standard: Course material will be pertinent, accurate and will clearly contribute to the area of practice, theory or methodology at a post-doctorate level.

Please enclose the following documents:

- **Course syllabus containing (information for peer review):**

1. Course outline, including time devoted to each topic covered
2. Description of content to include:
a. How will the client (consumer) benefit from this course
b If the topic of the course is non-traditional or innovative:
i. Show its linkage to established science and/or practice of psychology
ii. Address limits/strengths of this theory or approach
3. Course goals and objectives

- **Instructor vitae**

- **Course Material checklist (checklist to assure submission of complete packet)**

Section II - Evaluation Process
Standard: Every course shall include an evaluation process that assesses both the effectiveness of the course. Distance learning Courses only - require an evaluation to determine participant achievement in accordance with the course's goals and objectives.

Please enclose the following documents:

- Sample course evaluation form __ Enclosed __ On File

- Description or example of the participant evaluation or learning assessment ---**(required for distance learning courses only!)**

Section III - Administration
Standard: Course monitoring procedures (attendance documentation, credit assignment) and record keeping is in accordance with state regulations and Accrediting Agency policy.

Please enclose the following documents:

- Sample attendee list format * ❑ Enclosed *On File*

- Sample attendance certificate * ❑ Enclosed On File

- Signed After Course Agreement

** Note: Sample forms marked with an asterisk may be listed as "on file with PPR " on the Course Materials Checklist if they have not changed from previously submitted and approved samples.*

Please provide answers to the following questions:

A. Course Monitoring

1. Describe your procedures for actively monitoring course attendance.

2. How do you plan to identify psychology licensees who attend your programs for reporting and attendance monitoring purposes?

B. Co-sponsorship

If this course, or the larger event this course is part of, is sponsored or co-sponsored in full or in part by another organization, this section of the application must be completed.

Please remember that your organization -
as the approved PPR sponsor provider, must maintain responsibility for:

- ***course content***
- ***monitoring***
- ***records***
- ***administrative policies***

Identify the organization responsible for each of the following areas: Course content:

Course presentation: Course monitoring:
Course records:
Advertising/Marketing: Financial Arrangements: Administrative Policies:

Section IV - Authorization

I certify, on behalf of ( ), that the preceding statements and the enclosed documents are true. I understand that any false statements may result in the revocation of sponsor provider approval. I understand that I am responsible for maintaining all standards outlined in the sponsor provider application and that this course may be subject to either an unannounced on-site course audit or an administrative audit.

Program Developer Signature

Date:

Program Administrator Signature

Date:

Both signatures are required to process application.

Section V - Payment

A non-refundable PPR course application fee of $35 ($100 for conferences), made payable to the PPR, must accompany 3 copies of this application, including required attachments.

Check enclosed
❑ Please bill my credit card:
❑ Visa
❑ MasterCard

Account #:
Exp. Date:

Signature:

Important

Completion of this form does not constitute PPR course approval status. If granted, PPR course approval will become effective on the date set forth in the approval letter.

Course Material Checklist

Syllabus: *3 copies*

Course syllabus material must show how the course pertains to the theory, practice, methodology, or research of the professional practice of psychology at a post-licensure level, and how the material will make the consumer of psychological services the direct beneficiary of the course.

- ❑ Course outline, including time devoted to each topic covered
- ❑ Description of content, clearly outlining the advanced topics covered
- ❑ Course goals and objectives, as they apply to the delivery of psychological care

Instructor Vitae: 3 copies

A CV must be submitted for each instructor teaching a significant portion of the course. The CV must show the instructor's education and/or experience with the topic covered, as well as their prior post-doctoral teaching experience, specialized training, recognition from professional groups, and/or publications on the topic covered.

- ❑ Instructor vitae, for each instructor teaching a significant portion of the course

Distance Learning Courses: 3 copies

The following items must accompany any application for a distance learning course.

Description of delivery method, including the rationale for using this method L f Description of participant identification method

Explanation for how instructional hours are determined for this course

- ❑ Explanation for how course completion is determined and the basis for awarding credit

Evaluations 1 copy

Two evaluations are required by the PPR regulations. One evaluation must allow the participants to assess the instructor's knowledge and teaching ability, and whether the course *was* both consistent with, and met, the stated goals and objectives. The second evaluation must allow the participants to assess their learning in the course.

Sample course evaluation form ❑ On file with the PPR

- ❑ Description or example of the participant evaluation or learning assessment **(Required for distance learning courses only!)**

Administration: 1 copy

These forms must include all identifying information required by the PPR regulations and Accrediting Agency policy.

- ❑ Sample attendance list ❑ On file with the PPR
- ❑ Sample attendance certificate ❑ On file with the PPR
- ❑ Signed after course agreement (this cannot be listed as "on file")

The above materials should be collated *into* three (3) Sets (Original + two (2)Copies)

The evaluation and administrative materials should be included with the original copy!

ıing Education for PPR Psycho
2110 N. E. 206 Street
North Miami Beach, FL 33179-2229
Tel: 1866-653-8777
FAX: 305-937-7636

After Course Agreement

Recordkeeping Requirements

The following is a list of recordkeeping/administrative requirements that are the responsibility of the sponsor provider upon the completion of a PPR course.

1. Within 45 days of the course ending, the sponsor provider must furnish the Accrediting Agency with:
   2. A list of psychology licensees (name and license number) who completed the course
   3. One check covering the regulated $7 per psychology licensee
   4. Copies of all advertising/marketing materials used to promote the course
   5. A summary report of the course evaluation responses

2. Within 45 days of the course ending, the sponsor provider must furnish the course attendees with a certificate of attendance that meets the regulated requirements.
3. Attendance records for this course, (including attendance rosters, sign-in/sign-out sheets, and completed course evaluations) must be maintained for three years.
   4. If the course was cancelled or no California Psychologists were attendance, the sponsor provider must notify the Accrediting Agency in writing and submit the marketing materials within 45 *days* of the course end date.

Agreement

I understand that failure to comply with the above agreement will result in a delay of approving future course applications until all material has been submitted completely and satisfactorily for this course.

PPR Program Administrator Signature Date

PPR
2110 N. E. 206 Street
Miami Bch. FL 33179
TEL:305-931-3552
FAX: 305-937-7636

vider Renewal

Provider Renewal Application

Application

Failure to complete this application and to submit it with the authorized signatures will cause a delay in the processing of your renewal application.

Some of the information supplied herein may be published.

HAND WRITTEN APPLICATIONS WILL NOT BE ACCEPTED.

A. Applicant: Organization Individual

Sponsor provider Code _____

Name:
Mailing Address:
City:
State: Zip:
Main Phone:
Fax:
Email: URL:

B. PPR Program Developer:

Name: Title: Phone: Email:

C. PPR Program Administrator:

Name: Title: Phone: Email:

D. Person Responsible for MCE Program Records:

Name: Title:
Phone: Fax:
Primary Records Storage Address:
City:
State: Zip:

E. Sponsor provider Type
Please indicate description of sponsor provider:

Individual, Univ./Professional School, Group Practice, Other Health Facility.
Hospital, Other Educational Organization
Professional Association, Other (please specify): County/State Agency

F. Change to Specialty Area/Primary Theoretical Approach (if any):

G. State changes to national educational accreditations or any other CE sponsor provider approval or recognition that you hold (i.e., WASC, JCAHO, APA, etc.):

Section III - Authorization

I certify, on behalf of (sponsor provider organization name), that the preceding statements are true and I understand that any false statements may result in denial or revocation of approval. Our organization agrees to comply with all MCE regulations and the policies of the accrediting agency. In addition, our organization agrees to maintain the highest ethical standards as stated in the APA Ethical Principles of Psychologists and Code of Conduct. Finally, our organization agrees to fulfill the spirit of all standards relating to equal opportunity and equal access.

Program Developer Signature

Date:

Program Administrator Signature

Date:

Both signatures are required to process application.

Section IV - Payment
The regulated PPR sponsor provider application fee in the amount of $200.00 made payable to the PPR (PPR) must accompany this application and cover sheet.

❑ Check enclosed

Please bill my credit card:
Visa Account #:
MasterCard Exp.
Date:
Signature:

PPR
2110 N. E. 296 Street
N Miami Beach 33170-2229
TEL: 305-931-3552
FAX: 305-937-7636

Mandatory Continuing Education for Psychologists (PPR)

Exact Repeat/Renewal Course Application

Failure to complete this application and to submit it with the authorized signatures will cause a delay in processing your application.

A separate form is required for each course.

Some of the information supplied may be published.

HAND WRITTEN APPLICATIONS WILL NOT BE ACCEPTED.

A. Sponsor provider Information:
Sponsor provider Name:
PPR sponsor provider #:
PPR Program Developer: PPR Program Administrator: Initial Course Approval #: Initial Course Title:
New Course Date(s):
New Course Time(s):
New Course Fee:

B. Note any location changes from Initial Course Application: SAME:
New Course Site Address:
New City:
State:
Zip:

C. **Change of Instructor(s):** Instructor(s):

NOTE: If the instructor for this application has not been previously approved for this course, please submit a vita for the new instructor.

D. Other:

Authorization

I certify, on behalf of (Name of Sponsor Provider),that the preceding statements and the enclosed documents are true. I understand that any false statements may result in the revocation of sponsor provider approval. I understand that I am responsible for maintaining all standards outlined in the sponsor provider application and that this course may be subject to either an unannounced on-site course audit or an administrative audit.

Program Developer *Signature*

_____

Date: **Program Administrator Signature**

_____

Date: _____

Both signatures are required to process application.

Payment

A non-refundable PPR course application fee of $35 ($100 for conferences), made payable to PPR, must be included with this application.

- ❑ Check enclosed PPR Sponsor Provider #:
- ❑ Please bill my credit card:
  - ❑ Visa Account #: Exp. Date:
  - ❑ MasterCard Exp. Date:

Signature:

IMPORTANT:

Completion of this form does not constitute PPR course approval status. If granted, PPR course approval status will become effective on the date set forth in the notification of approval letter.

Aftercourse Agreement

Recordkeeping Requirements

The following is a list of recordkeeping/administrative requirements that are the responsibility of the sponsor provider upon the completion of an PPR course.

1. Within 45 days of the course ending, the sponsor provider must furnish the Accrediting Agency with:

    6. A list of psychology licensees (name and license number) who completed the course

    7. One check covering the regulated $7 per psychology licensee

    8. Copies of all advertising/marketing materials used to promote the course

    9. A summary report of the course evaluation responses

2. Within 45 days of the course ending, the sponsor provider must furnish the course attendees with a certificate of attendance that meets the regulated requirements.

3. Attendance records for this course, (including attendance rosters, sign-in/sign-out sheets, and completed course evaluations) must be maintained for three years.

    If the course was cancelled or no California Psychologists were attendance, the sponsor provider must notify the Accrediting Agency in writing and submit the marketing materials within 45 days of the course end date.

Agreement

I understand that failure to comply with the above agreement will result in a delay of approving future course applications until all material has been submitted completely and satisfactorily for this course.

PPR Program Administrator Signature _____ Date _____

Mandatory Continuing Education for Psychologists (PPR)

Change of Information

You may save a copy of this form to your computer so that you can notify the Accrediting Agency of any changes in the information given to the agency on the Sponsor provider Application cover sheet. Please complete section A, whenever you make any change

A. Sponsor provider Information

Sponsor provider Name:

Sponsor provider Number:

New Phone #:	New FAX #:
Web Address:	E-Mail Address:
New Address:	New Records Storage Site Address:

B. Contact Information

C. Sponsor provider Staff Information

New Program Developer:	Phone:
Position:	E-Mail:
New Program Administrator:	Phone:
Position:	E-Mail:
New Program Record Keeper:	Phone:
Fax:	E-Mail:

Note: To change the Sponsor provider Name may require a new PPR Sponsor Provider Application. To change the Program Developer *you* must submit a vita of the new developer and you may be required to update to the Sponsor provider Application. Please review the Criteria and Policy Manual and/or contact our office before submitting either of these two changes.

PPR Course Evaluation

Title of Course:

Course Approval Number: _____

Instructor(s): _____

Please answer the following questions:

1. What is your professional status?

❑ Licensed Psychologist ❑ MFT

❑ LCSW ❑ Student

❑ Unlicensed Masters/Doctoral Level ❑ Other

2. What was your primary reason for selecting this program?

❑ Subject was of interest ❑ Important to job activities
❑ Reputation of leader(s) ❑ Other (Please explain on the line below)

❑ Recommended by a colleague

Other:

Please use the following key to answer questions 3 - 12:

Absolutely - 1 Somewhat – 2 Uncertain - 3 Probably not - 4 Absolutely not -- 5

3. Was the course consistent with its objectives and title?
4. Was the course appropriately challenging?
5. Did the course expand your knowledge in this topic?
6. Was the course taught at the promised level?
7. Was material relevant to *your* professional activities?
8. Did the instructor(s) know the subject matter?
9. Was the instructor(s) prepared?
10. Were the instructor(s) attentive to questions?
11. Would you attend another course given by this instructor?
12. How would you rate the overall value of the program?

❑ Excellent ❑ Good ❑ Fair ❑ __ Poor

13. Suggestions for future CE course topics? _____

Additional comments are welcomed. Use the reverse side of this sheet.

PPR Certificate of Attendance

_____

Has successfully completed a continuing education course sponsored by

_____

Course Title: _____

Date of Completion:

This course has been approved for ## hours of PPR credit
By Prescribing Psychologists' Register

Course Approval #: (If needed)

_____
Authorized Signature