THE ASSOCIATION OF BLACK PSYCHOLOGISTS (ABPsi)

The Association of Black Psychologists (ABPsi), hereby, applies for approval to be identified as an "other entity to perform accrediting functions" approved by the California Board of Psychology, under the statue of the State of California, with all of the rights and privileges assigned to this designation. The ABPsi has the ability to: (a) evaluate and approve providers' capacity to offer continuing education; (b) evaluate and approve course offerings; and, (c) monitor the quality of the approved continuing education courses as the approving body.

COMPETENCE TO EVALUATE AND APPROVE PROVIDER'S CAPACITY TO PROVIDE CONTINUING EDUCATION

PURPOSE

Since being founded in 1968, The Association of Black Psychologists has provided continuing education for post-graduate and post-licensure psychologists, addressing the unmet training needs of Black psychologists and others interested in delivering high quality, culturally competent and proficient services to Black communities and the pressing issues therein. Over the years, the Association has grown in membership and in national and international recognition as an independent professional organization of psychologists focused on psychological and social issues most pertinent to people acknowledging African descent and their communities, and placing strong emphasis on the continued training and professional development of psychologists.

The Association operates exclusively for charitable and educational purposes, including but not limited to: (1) promoting and advancing the profession of Psychology as a means to promote the health and well being of

persons of African descent; (2) giving voice to the special needs, concerns, and issues confronting Black people in a hostile and disenfranchising social context and affecting social change toward increased equity and social justice; and, (3) developing and promoting programs for facilitating and enhancing the capacity of psychologists to address psychological problems and meeting psycho-social and psycho-educational needs . One of the organization's primary goals is to provide the highest quality of post-graduate education meeting the training and proficiency needs of psychologists in various areas of psychology from clinical, counseling, neuropsychology, and health, to research, social, community and other foci. .

While providing professional development programs for the past forty-two years, within the past decade, The ABPsi has enhanced and formalized its post-graduate continuing education programs to provide a wide array of offerings at annual national and international conventions, regional conferences and local chapter meetings. The Education and Training Committee of the Association is charged with the development and ongoing management of the continuing education program. The committees comprised of professional psychologists, most of whom teach or have taught in graduate psychology programs at accredited universities, are expert in their fields. They have the responsibility of reviewing all proposals submitted for acceptance as providers of continuing education. The Association's strict requirements for continuing education provider approval include each proposal submitted being reviewed by two experts to ensure objective evaluation and adherence to all qualification requirements. The Education and Training Committee of the Association also has the responsibility of ensuring that all aspects of each continuing education offering/program meet all state and local requirements in addition to the Association guidelines.

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The ABPsi membership has demonstrated possession of the resources, expertise and skills to evaluate local, national and international trainings and issues in psychology. The Association's 42 year history of scholarship and leadership reflect the responsibility built into its infrastructure. Its track record of providing chapter members across the country and internationally with psychological expertise above and beyond their graduate education in all areas of the field of psychology is deeply appreciated, widely respected, and well known. The organization has been devoted to the promotion of culturally congruent psychological services, training in the theory and practice of psychology relevant to people of color, and African Americans in particular, as well as other areas in the field of psychology in general.

The Association of Black Psychologists' Board of Directors has authorized its Education and Training Committee Co-Chairs to serve as the Directors of The ABPsi Mandatory Continuing Education for Psychologists Program in California (The ABPsi MCEP). To administer, implement and operate this program the Education and Training Co-Chairs work closely with the Executive Director, The National Convention Committee (NCC) chairperson, Regional Representatives and Chapter Chairs to access training needs and the resources necessary to administer The ABPsi MCEP. There are three chartered chapters of The ABPsi in California: Bay Area ABPsi, Southern California ABPsi and the San Diego ABPsi.

Presently, The Association of Black Psychologists has three existing State Board Approvals:

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1. OHIO - The Ohio Association of Black Psychologists is authorized to approve and offer professional continuing education credits and accredit continuing education providers by the State of Ohio, and the credits are accepted toward licensure by the State Board of Psychology. Its credits are recorded by the OPA-Office of Mandatory Continuing Education (OPA-MCE).
2. WASHINGTON, DC – The District of Columbia accepted The ABPsi as an approved sponsor of CEU's in their venue for the 2004 convention and thereafter. The Association of Black Psychologists is an accredited provider for CEU credit. Approved by the Government of the District of Columbia, Department of Health- Health Professional Licensing Administration, Municipal Psychology planning Board, 825 North Capital Street, NE # 2224 Washington, DC 2002.
3. Louisiana - The Psychology Board of the state of Louisiana granted The ABPsi authority to offer CEU's at the annual convention in 2003.

COMPETENCE TO EVALUATE AND APPROVE COURSE OFFERING

The Association of Black Psychologists, founded in San Francisco, California in 1968 has operated as an independent charitable, non-profit, organization of professional psychologists for the past forty-two years. Since the organization's inception, The Association has provided post-licensure educational forums on local, regional, national and international levels. The quality and caliber of these educational offerings have met standards acceptable for continuing education approval by state boards and equivalent to other national organizations of professional psychologists. Distinguished by its emphasis on culturally congruent and competent psychological

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service delivery and addressing the long standing psychological and related social needs of persons of Black/African Ancestry, The Association has engaged in program planning, training, advocacy, and provision of training in psychological service delivery and related services to all psychologists, though the emphasis has been on populations of African Ancestry.

Its primary objectives are: to promote and advance the delivery of professional services to African/ Black people; develop programs enhancing best practices and cultural competence while increasing conceptual and applied competencies in areas of psychology; as well as advocate for equity and social justice. The ABPsi is at the cutting edge of best practices in optimal psychology, liberation psychology, and has played an influential role in the development of feminist psychology.

The Education and Training Committee of The ABPsi is uniquely positioned to evaluate, approve the design and delivery of course offerings, accredit potential providers, and evaluate the proficiency of the courses to meet post licensure criteria for psychologists renewing licenses throughout the country, and particularly in California. Given this breadth in expertise, The ABPsi is situated as a premier resource for providing leadership in advancing psychology, cultural competence and oversight of those wishing to administrator continuing education programs in California communities and the country as an "accrediting agency" of continuing education in the state of California.

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In 2002, The ABPsi initiated its Licensure Certification and Proficiency Program (LCPP) in African Centered Black Psychology at its International Convention in San Diego, California and offered MCEP. The LCPP, responsible for assuring certification in African Centered/Black Psychology proficiency of applicants, is responsible for identifying clinical practice proficiencies in research literature, skill sets, theory, best practices and other resources areas necessary to successfully prepare psychologists in demonstrating aptitude, practice, knowledge, skill and ability in providing best practices for clinicians working with African Ancestry persons and the general population. At that time, MCEP was offered first through the Southern California Association of Black Psychologists and since through one of its member's provider status. This collaboration was initiated when California psychologists were only allowed to receive mandatory continuing education credit through the MCEP Accrediting Agency. As the only independent African American psychological association in the nation, The ABPsi maintains its self-determinating capacity to be an "accrediting agency" approved by the California Board of Psychology.

The Association of Black Psychologists, in keeping with the discipline's professional standards, had formally established its continuing education activities foundation by the following:

1. July, 1992 at the Western Regional Retreat in Huntington Beach, California developed a blue print for high quality continuing education and training components for psychologists to meet the diverse psychological needs of African people at the local, national and international levels.
2. June, 1993 - Expanded and refined the blue print for a vibrant Continuing Education and Training component to be implemented on the national level. Instituted the African Psychology Institute and

Professional Development Committees which participated in formulating the plans for the August, 1993 meeting.

3. August, 1993 – the Continuing Education and Training Program was formally instituted to be integrated into the 1994 National Convention. Pre-convention professional development workshops for psychologists' licensure renewal were started.
4. January, 1994 - The Association of Black Psychologists Continuing Education and Training Program Model was proposed.

The ABPsi MCEP administrator/s have the responsibility of insuring that at minimum, continuing education activities meet criteria set by the California Board of Psychology and The Association of Black Psychologists' mission in providing the highest quality post-graduate activities necessary to meet the needs of psychologists in clinical, research, teaching, community, school and other related areas of psychology for re-licensure, academic and institutional appointments and other educational certifications programs.

Administrative continuity for The ABPsi MCEP in California will be insured by the program administrators under the direction of The Education and Training Committee Co-Chairs. The California Board of Psychology and The ABPsi MCEP policies and procedures will be contained in a manual that will serve as a guide in administering the accrediting process. The policy manual will contain the California Board of Psychology regulations related to mandatory continuing education for psychologists, be regularly reviewed and updated.

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A copy of this manual will be maintained by the Education and Training Co-Chairs, the Executive Director, National Convention Committee Chair and Licensure Certification and Proficiency Program, Chair.

MONITOR THE QUALITY OF THE APPROVED CONTINUING EDUCATION COURSES AS AN APPROVING BODY

Education and Training Co-Chairs collaborate with the Executive Director, The National Convention Committee, (NCC) Chairperson, Regional Representatives, Chapter Chairs and membership at large in administering The ABPsi MCEP Program. After the initial course approval the Education and Training Committee members will serve as: on-site auditors to monitor registration practice, obtain registration materials, attend workshops (in order to verify compliance with stated goals and objectives) and observe the overall administration of the activities. All approved providers, upon annual renewal, will be required to attest to remaining current with The Association and the California Board of Psychology regulation and policy changes.

Each prospective provider will be required to attest that the continuing education activities will be in compliance and conformity to California Board of Psychology laws, regulations and mandates. Documentation for program selection and development standards will be required of potential applicants and will need to be

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demonstrated by potential applicant's competence to administer mandatory continuing education activities for post-licensure psychologists.

Content of the Appendix

Provider Application Packet: Will contain information requiring the applicant to document skills and expertise of their identified: The ABPsi MCEP Program Developer, Program Administrator, person responsible for The ABPsi MCEP, program records policies, provider type, specialty area/primary theoretical approach (if any), previous state or national educational accreditations or other CE provider approval or recognition.

Program Selection and Development Standard: Potential provider's educational program must be based on stated educational goals, and demonstrate how it clearly contributes to the continuing education of psychologists in the area of practice, theory or methodology at a post-doctoral re-licensure level. (A) Curriculum Content, (B) Program Development, (C) Goals and Objective, and (D) Instructional Staff and Methods will all be evaluated.

Administration Standard: Potential providers must demonstrate sufficient resources for program monitoring and record keeping, and clearly delineated assignment of responsibility for complying with California BOP and The ABPsi MCEP regulations and policy. (A) General Organization, (B) General Monitoring, (C) Record Keeping, (D) Ethical complaints (E) Equal opportunity, (F) Equal access.

Authorization: The ABPsi MCEP Program will require potential providers to complete an attestation statement and provider application checklist with each educational activity to document verification and compliance.

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Payment: Applicants will be require to submit an initial application fee, standard fees associated with the kind and quality of educational activity, yearly provider renewal fee to maintain active status and compliance as an approve provider under The ABPsi MCEP Accrediting Agency Status.

Respectfully Submitted,

Gislene C. Mariette, Ph.D. & Stanford Griffith, Ph.D.,
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The Association of Black Psychologists

Continuing Education Sponsorship Approval

ASSOCIATION BLACK PSYCHOLOGISTS

Education and Training Committee

POLICIES & PROCEDURES MANUAL

January 2011

The Association of Black Psychologists' Education and Training Committee
P.O. Box 55999, Washington, DC 20040-5999

PREFACE

Association of Black Psychologists is a 501(c) (3) organization also classified as a public charity under section 509(aX2). The Association operates exclusively for charitable and educational purposes, including but not limited to: (1) promoting and advancing the profession of Psychology as a means to promote the health and well being of persons of African descent; (2) giving voice to the special needs, concerns, and issues confronting Black people in a hostile and disenfranchising social context and affecting social change toward increased equity and social justice; and, (3) developing and promoting programs for facilitating and enhancing the capacity of psychologists to address psychological problems and meeting psycho-social and psycho-educational needs. One of the organization's primary goals is to provide the highest quality of post-graduate education meeting the training and proficiency needs of psychologists in various areas of psychology from clinical, counseling, neuropsychology, and health, to research, social, community and other foci.

The Association of Black Psychologists has authorized the Association's Education and Training Committee to coordinate all continuing education activities of the Association. The Association of Black Psychologists' Education and Training Committee will draw form the Association's members who are: Fellows and Diplomats of the Association's License Certification Proficiency Program (LCPP) in African Centered Black Psychology, members of the National Conference Committee and members with expertise in the field of psychology.

The ABPsi LCPP is responsible for assuring certification in African Centered/Black Psychology proficiency of applicants, is responsible for identifying clinical practice proficiencies in research literature, skill sets, theory, best practices and other resources areas necessary to successfully prepare psychologists in demonstrating aptitude, practice, knowledge, skill and ability in providing best practices for clinicians working with African Ancestry persons and the general population.

From the above pool of members, teams of three will serve as reviewers, expert evaluators, and appeals panel reviewers. Given this breadth in expertise, The ABPsi is situated as a premier resource for providing leadership in advancing psychology, cultural competence and oversight of those wishing to administrator continuing education programs in California communities and the country as an "accrediting agency" of continuing education in the state of California.

The following are abridged policies and procedures of The Association of Black Psychologists' Education and Training Committee's Continuing Education Sponsorship Approval. Contained is information regarding: sponsor application process, course application process, review sheet, appeals process, audit policy, renewal process, information regarding promotional material, course and conference preparation process, policy regarding auditing, ABPsi Ethical Guidelines, and Association of Black Psychologists LCPP information. These last two items will be sent in a separate attachment and be part of the ABPsi LCPP document.

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APPLICATION PROCESS

The Association of Black Psychologists' Education and Training Committee encourages organizations committed to the continuing education of post-doctoral licensed psychologists to apply for its Continuing Education Sponsorship Approval. This application is designed to assess the applicant's capacity to implement the California Board of Psychology standards and regulations regarding continuing education for psychologists in the form of processes and methodologies that will be used.

Given the diverse types of applicants (individual, group, and institutions); the ABPsi Continuing Education Sponsorship Approval application will be open to individual and organizational applicants. Each must demonstrate diligence in addressing the California BOP standards and regulations based on size, nature and complexity as an entity. In addition applicants must attest to complying with the guidelines of this manual. Applications can be obtained by written request to:

The Association of Black Psychologists, attention Education and Training Committee
P.O. Box 55999, Washington, DC 20040-5999.

Sponsorship applicants may only be submitted to The Association of Black Psychologists Education and Training Committee for Continuing Education Sponsorship Approval consideration. The original application and four copies along with supporting documents must be submitted. In addition, a non-refundable application fee of $180 for ABPsi Chapters or Regional Associations and $300 for others organizations should accompany the application. Applications must be received by January 1 and July 1 in order to be approved by the April and October quarterly meeting review period. Guidance and technical assistance is available by contacting the Association of Black Psychologists Education and Training Committee. The application, all supporting documents, along with the application fee should be submitted to:

The Association of Black Psychologists' Education and Training Committee
P.O. Box 55999, Washington, DC 20040-5999.

REVIEW PROCESS

The Association of Black Psychologists (ABPsi) has authorized the ABPsi Education and Training Committee (E&TC) to receive, review and process applications for ABPsi Continuing Education Sponsorship Approval (ABPsi CESA). The Education and Training Committee staff will receive, verify documentation completeness and notify applicant within two weeks of receipt that the application has been received.

APPLICATIONS

Completed Applications

Complete application for ABPsi Continuing Education Sponsorship Approval (ABPsi CESA) will be forwarded to the Education and Training Committee co-chairs for initial review of qualification and content. Education and Training Committee co-chairs will make a determination to either accept the application materials as received or request additional information regarding qualifications or content. If additional information is requested, the applicant will have (1) month to reply from the date of notification.

Complete and accepted

Completed an accepted applications for (ABPsi CESA) will be notified that qualifications and content of their application is complete and will be submitted for approval consideration by the Education and Training Committee at the next Education and Training Committee's quarterly meeting. All complete applications will be reviewed by the entire Education and Training Committee at one of it's quarterly meetings in April or October each year. Three weeks after the April or October meeting applicants will be notified of the Education and Training Committee decision. Applicant approval does not mean that courses submitted will automatically be approved.

Incomplete Applications

If the application documentation is found to be incomplete, the applicant will be notified in writing of incomplete or missing materials and such material requested. Applicants failing to respond with requested material within on month of notification will no longer be considered. Their applications will be discarded and the nonrefundable application fee forfeited.

Denied

Applicants failing to provide all necessary material or those not meeting required standards will be denied. Notification of denial will be in writing and indicate reason(s) for denial. Applicants that are denied have the right to appeal the denial decision within (60) sixty days of the denial letter by submitting in writing a statement requesting reconsideration. The statement requesting reconsideration must address each item identified in the denial and/or other reasons for requesting reconsideration. If the denied applicant chooses not to appeal, they may reapply after one year. A new application packet with the application fee will be required.

Applications will be denied if the applicant does not demonstrate capacity to meet criteria, standards and regulations of the BOP and ABPsi in its ability to sponsor continuing education for psychologists.

The Education and Training Committee will encourage the applicants to re-apply after deficiencies are identified and corrected based on required BOP and ABPsi criteria. The Education and Training Committee will also offer guidance and technical assistance if requested.

APPLICATION CONFIDENTIALITY

Information will be kept confidential between the applying organization, the state or local psychology board and the Education and Training Committee. Should there be a need for expert review or consultation outside of the Education and Training Committee, the ABPsi Education and Training Committee reserves this right to engage outside expert reviewers or consultants.

REVIEW STATUS - Approved Status

A majority vote of the Education and Training Committee will determine application approval. Written notification of applicant's approval, denial or deferred status will be sent to the applicant shortly following the quarterly review date. Approved applicants will be valid for a term of three years. There will be an annual renewal fee of $200 for ABPsi Chapters or Regional Associations and $400 for others organizations due with invoice at the beginning of each approval year, including the first year before ABPsi Continuing Education Sponsorship Approval can commence.

All approved sponsors are required to submit a completed Course Application for each continuing education activity. The course application must contain: a cover sheet, application, checklist, attestation and after course agreement. Failure to do so for will result in the return of the course application without further review. A separate course form is required for each course offering.

Provisional status

The first year approval status as an ABPsi Continuing Education Approved Sponsor will be considered provisional. The following two years the applicant will have full approval status, provided continued adherence to all sponsorship requirements and standards.

Probation

Approved ABPsi Sponsor - Placed on Probation

Any approved sponsor found to be in violation of the ABPsi Continuing Education or BOP standards and criteria will be place on probation. Sponsors may also be placed on probation if their activities do not meet the ABPsi Regulations and Policy, or if a sponsor fails to comply with the Conditions of Approval as outlined in this manual. Sponsors must demonstrate efforts made to rectify the reason for being place on probation. Although retaining approval status, sponsors on probation will be monitored closely for compliance to regulations during the probationary period. Length of probation is determined by the nature of the violation. The reasons and length of the probationary period will be outlined in writing to the sponsor. Probation is an opportunity for the approved sponsor to improve their capacity as a provider of continuing education and improve their knowledge and understanding of complying with the criteria and standards outlined by the BOP and ABPsi. Failure to remediate the problem will lead to revocation of sponsors approved status. Documentation of compliance related to issues raised in the probation notification letter must be provided by the end of the period of probation. If such documentation is not provided, approval will be terminated.

Deferred Status - If an applicant receives a deferred status the applicant has to submit clarifying or other required material/information within thirty days of receipt of the status notification demonstrating how the standards or criteria in question will be satisfied in order for consideration to be continued. Failure to do so will result in denial of the application.

APPEAL

An ABPsi applicant may appeal an adverse decision within 60 days of receipt of written notice from the ABPsi E&T Committee's adverse decision. The appeal must be based only on the foundation related to ABPsi E&T Committee's decision. The appeal process will be outlined later.

PROVIDER APPLICATION CONTENT

Provider Application Packet

The provider application will contain information requiring the applicant to document skills and expertise of the follow persons. They will need to list the ABPsi CESA Program Developer, Program Administrator, person responsible for the ABPsi CESA program records and policies. In addition, the responsible persons, provider type, specialty area/primary theoretical approach (if any), previous state or national educational accreditations or other CE provider approval or recognition must be documented.

Program Selection and Development Standard

Potential providers' educational program must be based on stated educational goals, and demonstrate how it clearly contributes to the continuing education of psychologists in the area of practice, theory or methodology at a post-doctoral re-licensure level and contain: (A) Curriculum Content, (B) Program Development, (C) Goals and Objective, and (D) Instructional Staff and Methods will all be evaluated.

Administration Standard

Potential providers must demonstrate sufficient resources for program monitoring and record keeping, and clearly delineated assignment of responsibility for complying with California BOP and The ABPsi MCEP regulations and policy. (A) General Organization (B) General Monitoring (C) Record Keeping (D) Ethical complaints (E) Equal opportunity (F) Equal access.

Authorization

The ABPsi MCEP Program will require potential providers to complete an attestation statement and provider application checklist with each educational activity to document verification and compliance.

Payment

Applicants will be require to submit an initial application fee, standard fees associated with the kind and quality of educational activity, yearly provider renewal fee to maintain active status and compliance as an approved provider under The ABPsi Sponsorship Approval Program. Sponsors must submit, upon written request, all continuing education course material and related data as a means of insuring compliance to ABPsi continuing education standards. These requests will be random or if there is some question or complaint about the sponsor's failure to comply with standards. Sponsoring organizations agree that the ABPsi Education and Training Committee have the right to visit the site of continuing education offerings to assure compliance with standards.

After Course Agreement

Approved Sponsors agree that the ABPsi Education and Training Committee have the right to visit the site of continuing education offerings to assure compliance with standards. ABPsi Continuing Education Approved Sponsors must submit the After Course Agreement Form and comply with its terms for each continuing education activity. All ABPsi Continuing Education Approved Sponsors must also continue to meet sponsorship standards and abide by the policies and procedures of the ABPsi Education and Training Committee. Failure to comply with the policy and procedures may result in probation or revocation of approval status. The ABPsi Education and Training Committee has the authority to monitor and audit all approved continuing education programs and may either revoke approval or modify the approved sponsors status until compliance with standards are deemed acceptable

RESPONSIBILITIES OF THE APPROVED SPONSOR TO ABPsi

1. Approved ABPsi sponsors must conform to the standards and criteria set forth by ABPsi. Approved sponsors agree to conduct ABPsi activities in compliance with the standards and criteria in the approved sponsor's manual. Sponsors in violation of the standards/ criteria will be subject to probation or termination of approval.

2. An annual fee will be assessed for each sponsor. The schedule of payment will be identified in the appendix.
   a. The application analysis fee is nonrefundable and due with any application requiring review.
   b. Approval fee: one time only as long as approval is continuous; due upon preliminary approval.
   c. Annual fee: due for each year of approval.
   Nonpayment of fees will result in non-acceptance or application revocation. New applications will not be reviewed or activated until appropriate fees are paid.

3. Sponsors must submit:
   a. Documentation to ABPsi Education and Training after each continuing education activity,
   b. Annual renewal fee each year even when a renewal application is not due,
   c. Renewal fee even if sponsors have not offered any programs during the year. Failure to submit fees may result in probation and, ultimately, in termination of approval.

The ABPsi Education and Training staff may make inquiry into programs that appear to be in violation of the ABPsi regulations and policy (i.e., that are not relevant to psychological practice, theory and method, or are not at a postdoctoral level).

RESPONSIBILITIES OF ABPSI TO THE APPROVED SPONSOR

1. ABPsi sponsors may list programs activities on the ABPsi website. To list ABPsi approved activities the sponsors must complete the online ABPsi sponsor activity form or fax the completed form to the dedicated fax number.

2. ABPsi sponsors will be offered a reduced advertising rate to advertise in the ABPsi ***Psych Discourse*** and may purchase ABPsi membership mailing lists.

3. Names and status of ABPsi sponsors will be listed on the ABPsi website.

CHANGE IN APPROVAL STATUS

Reassessment -

Approved ABPsi Sponsors may be reassessed under the following circumstances:

1. Failure to comply with ABPsi and California BOP standards and regulations outlined in this manual.
2. Substantial changes in a sponsor's goals, activities or administration.
3. The planning, evaluation and other procedures, followed by the sponsor, that are substantially inconsistent with those described in the sponsor's application.

Under any of these circumstances, the sponsor may be reevaluated and a decision as to continuation of approval will be made. Reassessment may result in probation or termination of approval.

Request for Inactive Status -

When a sponsor plans no continuing education activities for a period of one year, fully approved sponsors may request inactive status for that year. The request must be made in writing one month prior to the time that inactive status will begin, and will not be granted retroactively.

Conditions of inactive status are as follows:

1. The annual fee billed during the inactive year will be one half of the amount required for active status.
2. The name of the ABPsi sponsor will remain in the ABPsi master listing of ABPsi approved sponsors, but listed as inactive.
3. Inactive ABPsi Sponsors may not:
    a. use the statement of ABPsi CESA approval during the inactive period;
    b. list any activities in the ABPsi ***Psych Discourse;***
    c. purchase ABPsi membership mailing lists.
    d. obtain reduced advertising rates in the ABPsi ***Psych Discourse***.
4. If the ABPsi sponsor wishes to regain active status at any time prior to the end of one year, the balance of the full annual fee for active status must be paid before action may be taken.
5. Inactive status will not extend the period of approval.
6. ABPsi Sponsors granted inactive status for a particular year may offer full credit for activities that began when the ABPsi sponsor was active and conclude in the inactive year.

SPONSOR OBLIGATIONS WHEN A COMPLAINT AGAINST THEM IS PENDING

ABPsi grievance procedure includes informing approved sponsors when other organizations or individuals bring a complaint against them. Once the approved sponsor has been informed that a complaint has been filed, the sponsor cannot withdraw from its ABPsi Sponsor Approval Status until the complaint has been resolved.

ABPsi COMPLAINT PROCEDURES

In the event that the ABPsi E&T Committee receives an inquiry and/or becomes aware of activity that may relate to a potential violation identified in the *Association Black Psychologists - Continuing Education Sponsorship Approval Policy and Procedures/ Criteria and Procedures Manual* the following will be used to address the potential violation (hereby referred to as a complaint):

1. The ABPsi E&T Committee staff will notify the Chair of the ABPsi E&T Committee of the complaint and its nature.
2. The complainant will be informed that the approved sponsor has received the complaint.
3. The approved sponsor will be informed in writing of the nature of the complaint as it relates to the potentially relevant criteria and given the opportunity to respond within a specific time period.
4. Upon review of the response from the approved sponsor, ABPsi E&T Committee will request any additional information that is needed.
5. An ABPsi E&T Committee Co-chair will review the complaint and the response from the approved sponsor then, will refer the complaint to a designated ABPsi E&T Sub- Committee of three members, based on the nature of the complaint for review and ruling.
6. In the event of a complaint related to program content, a subcommittee of ABPsi E&T Committee with relevant expertise may be appointed to serve as a consultant. The consultant will determine whether or not the course content is based on data, theory, and/or research that is current, relevant and is the standard of practice in the profession.
7. Following consultation, the ABPsi E&T Sub-Committee will report its recommendations to the full ABPsi E&T Committee.
8. The ABPsi E&T Committee will make a determination of action to be taken regarding the complaint.

9. The ABPsi E&T Committee, will forward a response to the approved sponsor, with documentation to the file that may include any of the following:

a) A letter of an educational nature: this may include a no-fault letter, a letter clarifying and explaining the criteria,
b) A letter issuing a warning and or a sanctions,
c) A reduction of the current approval period,
d) Loss of sponsorship privileges e.g., ability to co-sponsor programs or offer independent study,
e) Or, loss of approval status (sponsor will receive additional information on appeals procedure) or
f) Notice of no action to be taken.

10. The ABPsi E&T Committee will notify the complainant of any action related to the complaint.
11. In addition to processing received complaint (s), the ABPsi ET Committee reserves the right to independently pursue any inquiry or complaint that comes to its attention.

PROCESS FOR RECONSIDERATION AND APPEAL

A request for reconsideration is required prior to formal appeal. If the Committee votes to uphold its adverse decision following the request for reconsideration, the sponsor/ applicant will then have the right to request an appeal of the decision.

The following decisions made by the ABPsi Education and Training Committee (the "ABPsi ET Committee") are considered unfavorable decisions for which the approved sponsor or applicant ("ABPSI sponsor or applicant") may request reconsideration or formal appeal in accordance with the procedures outlined below:

1. Denial
2. Probation or continued probation
3. Termination of Approval

Such decision by the ABPsi ET Committee shall be communicated to the approved sponsor or applicant by a written notification letter. The letter of notification shall include the basis for the adverse decision and inform the approved sponsor or applicant of the right to request reconsideration of the decision by the ABPsi ET Committee.

A request for reconsideration or appeal letter submitted, by an approved sponsor or applicant, within 30 days of receiving the adverse decision will stay the adverse decision until the reconsideration or appeal hearing is completed by an appeal panel. The approval sponsor's status during the reconsideration process or appeal shall remain as it was prior to the adverse decision.

Request for Reconsideration of Approved ABPsi Sponsors or Applicant -

When reconsideration of an adverse decision is desired, the written request for reconsideration shall be submitted to the ABPsi E&T Committee by the ABPsi approved sponsor within 30 days following the date of receipt of the notification letter detailing the basis for denial.

Conditions for Reconsideration

1. Basis of reconsideration - the information that was before the ABPsi E&T Committee only at the time of its initial decision.

2. No new or revised information from the approved ABPsi sponsor or applicant will be accepted at the time of reconsideration.
3. All materials in support of the reconsideration must be submitted in accordance with the appropriate application time line.

The ABPsi E&T Committee will decide reconsiderations at the next regularly scheduled meeting and there will be no additional cost to the ABPsi sponsor or applicant. Following reconsideration, which results in the initial decision being upheld, the ABPsi sponsor or applicant may request a hearing before an appeal panel.

Appeal - Filing an Appeal. An ABPsi sponsor or applicant may challenge an adverse decision within 30 days of receipt of written notice of the ABPsi E&T Committee's adverse decision on reconsideration. The appeal must be based only on the foundation that the ABPsi E&T Committee's decision was:

(1) subjective, unreliable or otherwise not in accordance with the standards and criteria and the procedures of the ABPsi E&T Committee; or

(2) not supported by substantial evidence. The request for appeal shall include a statement of reasons for appealing the decision of the ABPsi E&T Committee.

(3) Any issue not specified in the original request for appeal will not be considered on appeal. The appeal should be addressed to the current chair or co-chairs of ABPsi E&T Committee.

(4) A nonrefundable appeal fee will be charged to the petitioner or petitioning organization. This fee is to be submitted with the petitioner's or petitioning organization's letter of appeal.

(5) If the request is not received within the 30 day period, the decision of the ABPsi E&T Committee shall be considered final.

2. Appointment of an Appeal Panel

Within 60 days of receipt of the ABPsi sponsor or applicant's letter of appeal, the ABPsi E&T Committee will appoint a non- bias panel of three (3) potential appeal panel candidates and provide this list to the ABPsi sponsor or applicant for review. Panel members shall have had no prior connection with the ABPsi sponsor or applicant or with the approval process related to the ABPsi sponsor or applicant. Panelists need not have a particular specialty or be from a particular geographic location. Within 30 days, the ABPsi sponsor or applicant may challenge any of the designated panelists for due cause (e.g., conflict of interest, bias, or other prejudicial infirmity). If due cause is found and the named panel candidate is unacceptable, an alternative will be selected in the same manner as the initial panelists and a replacement will be named. The replacement may also be challenged for due cause. This procedure will be used until three (3) acceptable panelists have been selected. If the ABPsi sponsor or applicant does not notify the ABPsi E&T Committee of any objections within 30 days, the ABPsi E&T Committee will accept and approve designated members to serve on the appeal panel.

The ABPsi E&T Committee's decision should not be reversed by the appeal panel unless such decision was found to be subjective, unreliable or otherwise not in accordance with the standards and criteria and the procedures of the ABPsi E&T Committee; or the decision was not supported by substantial evidence. The appeal panel should not substitute its judgment for that of the ABPsi E&T Committee because it would have reached a different decision had it heard the matter originally. If the appeal panel identifies issues requiring a legal interpretation of the ABPsi E&T Committee's procedures or other legal issues are raised, those issues need to be referred for resolution to the ABPsi legal counsel and not be resolved by the appeals panel.

1. The panel will be provided with only those documents reviewed by the ABPsi E&T Committee in making its decision: the letter that notified the ABPsi sponsor or applicant of the ABPsi E&T

Committee's decision, the letter of appeal, written statements submitted by the ABPsi sponsor or applicant, and replies to statements submitted by the ABPsi E&T Committee.

2. The procedural and substantive issues addressed by the appeal panel will be limited to those stated in the ABPsi sponsor or applicant's appeal letter. Only the facts or materials that were before the ABPsi E&T Committee, at the time of its final decision, and information submitted as part of a request for reconsideration may be considered by the panel.
3. The letter of appeal and written statements shall not refer to facts or materials that were not presented before to the ABPsi E&T Committee.
4. Any additional information supplied by the ABPsi sponsor or applicant in a written statement cannot describe new components of the ABPsi sponsor/ applicant or changes made subsequent to initial review/action. Any, new information, will not be considered by the appeal panel.
5. The aforementioned materials must be provided at least 30 days before the date of the appeal hearing.

At a date and time acceptable to all parties, the appeal panel will convene a hearing via conference call. If the ABPsi sponsor or applicant wishes an in person hearing, e.g., exceptional circumstances, this would need to be documented, yet this may take place at the entire expense of the ABPsi sponsor or applicant. The expense would include travel, housing and appropriate compensation for the three panel members one or more ABPsi sponsor or applicant representatives, one or more representatives from the ABPsi E&T Committee, and staff of the ABPsi E&T Committee.

Separate legal counsel, with all expenses paid, may also accompany either party. When legal counsel attends and participates in the hearing, it is with the understanding that counsel recognizes that the proceedings are not a judicial forum, but a forum to review the ABPsi E&T Committee's decision in terms of procedural violations or substantive error. ABPsi's legal counsel will also attend the hearing. In addition to advising ABPsi, the counsel has responsibility to assure compliance with the *Association of Black Psychologists, Education and Training Committee Policies & Procedures Manual* and may resolve legal or procedural issues or can advise the panel. At the hearing:

1. The ABPsi sponsor or applicant's representative, including counsel, shall first present arguments regarding issues raised on appeal.
2. The ABPsi E&T Committee's representative shall be allowed to ask questions and make the ABPsi E&T Committee's presentation.
3. After questions of the ABPsi E&T Committee's representative by the ABPsi sponsor or applicant, both sides shall be allowed closing statements.
4. The appeal panel may depart from this format should considerations of fairness so require.
5. The appeal panel shall also be free to interrupt with questions of its own during any part of the hearing.
6. The burden of proof shall lie with the ABPsi sponsor or applicant.

4. Decisions and Report of the Appeal Panel

The decision of the appeal panel shall be by majority vote. The ABPsi E&T Committee's decision should be affirmed unless such decision was:

- subjective, unreliable or otherwise not in accordance with the standards and criteria and the procedures of the ABPsi E&T Committee; or
- not supported by substantial evidence. The appeal panel shall have the power to grant full or conditional approval, to deny approval, to terminate approval, or to order further proceedings of the ABPsi E&T Committee.

The report of the appeal panel will:

- State its decision and the basis of that decision based on the evidence before the panel.

- Be addressed to the President of ABPsi and sent within 30 days of the hearing. Copies will be provided to the ABPsi sponsor or applicant, the Chair of the ABPsi E&T Committee.
- The appeal panel decision may also be shared with the full ABPsi E&T Committee and the ABPsi Board of Directors in certain circumstances.

ASSOCIATION BLACK PSYCHOLOGISTS
CONTINUING EDUCATION SPONSORSHIP APPROVAL
FEE SCHEDULE

Type of Fee	ABPsi Chapters, State, Local Regional Association	Others
Application Fee	$180	$300
-Due with application		
Recognition Fee	$300	$600
-Due with invoice after initial approval, one time, only for as long as approval is maintained.		
Annual Fee	$200	$400
-Due with invoice at the beginning of each approval year, including the first year.		
Inactive Status Annual Fee	$100	$200
-Inactive status must be requested		

The Association of Black Psychologists
(The ABPsi)

CERTIFICATION AND PROFICIENCY PROGRAM (CPP)

The ABPsi Board Certification in African Centered / Black Psychology

Grandfather Application

All Applications Must Include:

1. The Applicant's Vita/Resume

2. A Completed Grandfather Application (Notarized)
   List all required attachments
   1. See Question 1— Verification of Education
   2. See Question 2— License(s), Certification(s), Boards(s)
   3. See Question 4— References
   4. See Question 6— Honors and Publications
   5. See Question 8— Experience working in the field of African Centered/Black Psychology
   6. See Question 9— Education and/or Training in the field of African Centered/Black Psychology

3. Non-refundable Application Fee $50
4. Required Bi-Annual Fee $350 (two years) or $1500 Lifetime—single payment: Available until June 30, 2007)

Return application to:

The Association of Black Psychologists P.O Box 55999, Washington, D.C. 20040

Phone: (202) 722-0808 Fax: (202) 722-5941

COMPLETE THIS APPLICATION ONLINE:

www.ABPsi.org

The Association of Black Psychologists

Application for Certification & Proficiency in African Centered/Black Psychology

Please answer all questions on this application. Attach additional sheets if necessary.

Full Name (as you would want it to appear on your certificate)

_____ _____ _____ _____

First *Middle or MI* *Last* *Suffix*

Street Address _____

City _____ *State* _____ *ZIP* _____

Home Phone _____ *Work/Other Phone* _____

Fax _____ *E-Mail* _____

Current Employment:

Place of Employment: _____ *Start Date* _____

Full Address _____

Phone _____ *Fax* _____

Position/Title _____

Employment Confirmation: [must be an executive level administrator, manager, supervisor or other acceptable source (reference) of verification. A CPA /Accountant letter or state recognized verification may be used for self-employed applicants]

Name _____ *Title* _____

Full Address _____

Phone _____ *Fax* _____

1. Education *(List All Higher Education)*

Degree(s)	Institution	Graduation Date(s)

Required Attachment: Please provide evidence of graduation: Copy of your degree(s) or official registrar letter(s). Transcripts and/or registrar letters must be mailed directly from the institution.

2. License(s), Certification(s), Boards(s)

Type	Number	Issuing Agency	Date of Issue

Required Attachment: Photo copies of all certifications and licenses must be attached or submitted prior to the Grandfather deadline date.

3. List professional organizations to which you belong:

Organization	Position(s) or Comments (optional)

Has your membership in any professional association ever been terminated for a reason other than non-payment of dues? Yes____ No____ If yes, please give details on separate sheet.

4. References: Please attach the names, addresses, phone number and email address of at least three individuals (you may list more) who are familiar with your training and/or professional experiences.

Required Attachment: Please be sure to list peer professionals, administrators or other verifying officials or individuals who can verify your claims and their relationship to you.

5. Continuing Education: Please list the last three years of continuing education activities and verification of completion.

Type	Number	Issuing Agency	Date of Issue

6. Honors and Publications (Please list and enclose reprints if available or other sources of verification)

Required Attachment: Enclose reprints if available or other sources of verification.

7. Please indicate how you learned of The Association of Black Psychologists.

_____

8. Years of Experience working in the field of African Centered/Black Psychology. Year.

Required Attachment: **Please submit a maximum 1500 word statement addressing how your experience relates to The ABPsi definition of African Centered/Black Psychology. (See brochure or go to www.abpsi.org)**

9. Education and/or training in the field of African Centered/Black Psychology.

Required Attachment: **Please submit a maximum 1500 word statement addressing how your education and/or training relates to The ABPsi definition of African Centered/Black Psychology. (See attached example)**

	Yes	No
10. Has your professional license ever been denied, suspended, revoked or voluntarily surrendered?		
11. Have you ever been charged with or been convicted of any felony crime?		
12. Has your employment ever been terminated?		
13. Have you been treated for a psychiatric condition, alcoholism or substance abuse in the past five years?		
14. Have any claims (including sexual allegations) ever been made against you?		
15. Do you know of any circumstances, acts, errors or omissions that could possibly result in a professional liability claim or suit against you?		
16. Has any insurance/liability company cancelled or refused you coverage?		

If you answer yes to any of the above, please explain

APPLICATION FEE — $50.00 BI-ANNUAL DUES — $350.00

The Association of Black Psychologists will respond on or before 90 days after receipt of the application.

Certification is valid for two years from the certificate's activation date. Active Certification Status must be renewed bi-annually. **Current Bi-Annual Fee $350.00. $1500—Lifetime Fee: Available during Grandfathering period only.**

The Grandfathering application period for The ABPsi Certification & Proficiency in African Centered/Black Psychology begins on January 1, 2006 and ends on June 30, 2007. After the grandfather application period, all applicants will be required to meet experience criteria and pass an examination to qualify.

Method of Payment -- ***Check #:*** _____ ***Money Order #:*** _____ (Payable to The ABPsi)

MasterCard / VISA **: Name on Card:** _____ **Amount to Charge:** _____

Credit Card #: _____ **Exp. Date:** _____

Signature: _____ **Date:** _____

COMPLETE THIS APPLICATION ONLINE: www.ABPsi.org

Notarized Affirmation

I, the undersigned, hereby make voluntary application to The Association of Black Psychologists, Inc. (hereinafter called The ABPsi) to become a certified professional in African Centered /Black Psychology.

I understand that my application is subject to the rules, by-laws, policies and other governing regulations of The ABPsi, and I agree to be bound by these documents, code of ethics and ethical standards either as a candidate for certification or as a certified professional.

I understand that The ABPsi reserves the right to modify or change any of its regulations at anytime that it deems appropriate.

I testify that the information included in, and attached to this application is true and accurate to the best of my knowledge and ability.

I understand that, if at any time, information provided by me or on my behalf is false, The ABPsi will revoke my certification and benefits with no refund of monies paid.

I understand that refunds are given only if my application submission is denied for review and not for voluntary withdrawal of my application. Failure to provide information requested by The ABPsi constitutes voluntary withdrawal.

I understand that certification as a professional with The ABPsi is not in any way intended to be, nor should be construed as being, a substitute for any legal requirements for practicing psychology, counseling, psychotherapy, social work or related activities that may exist within a state, province, county or other jurisdiction.

I understand that certification as a professional with The ABPsi does not allow me to engage in professional activities which are governed by the laws of my state without proper licensing.

I agree to abide by my state law concerning my professional activity or representation to the public, and that my conduct as a certified professional will always be in full compliance with existing laws, ethical standards of my profession, and within the limits of my competency.

I understand that The ABPsi reserves the right to suspend or revoke my certification, and that the certificate provided to me is the property of The ABPsi.

I agree to abide by the code of Ethics of The Association of Black Psychologists, and if I should be found in violation of the Code of Ethics, I agree to the procedures and sanctions of The ABPsi Ethics committee.

I hereby authorize The ABPsi or its agents to make any inquiries it deems relevant and appropriate in connection with this application for certification or at anytime subsequent to becoming a certified professional. I agree and invite any individuals, agencies, organizations (or any other reference sources) contacted by the The ABPsi to respond freely and frankly (without responsibility for the truth thereof), and without fear of claim of damage by me and to report to the The ABPsi any knowledge which may seem relevant to its inquiry.

I agree to waive any rights or claims to examine any material or information that may be collected by The ABPsi.

I understand that my application to the The ABPsi is entirely voluntary and I agree to make no claim against the The ABPsi, its members or its agents for failure to accept me as a certified professional or for any action taken in connection with this application. I further understand and agree that the The ABPsi assumes no responsibility for any of my activities or actions while practicing professionally.

I _____ being duly sworn, do depose and say that I am the person making the foregoing application; that I have read all of the items therein carefully; that all of the statements made therein are true and correct to the best of my knowledge and belief; that these statements may be verified by the The ABPsi; that I am not engaged in any practice or conduct which would be grounds for refusing certification by the The ABPsi; and that I have enclosed my application fee (made payable in U.S. funds). I understand that if I am not accepted as a certified professional of the The ABPsi that 75% of this fee will be refunded, while 25% of the fee will be retained by the The ABPsi for processing expenses.

Three forms of identification must accompany this application (Passport, Driver's License or State ID card, Social Security Card or voter registration card, professional license or proof of insurance.

Applicant Signature

Printed Name of Applicant : _____

Date of Signature: _____

Notary endorsement

Subscribed and sworn before me on this _____ day of _____, 20 .

Notary Signature: _____

Notary Public _____County, in the State of _____

My Commission expires: _____

The ABPsi LCPP Use Only.

Reviewed By:

_____

Signature of LCPP Authorized Representative

Date:_____

Application approved ____ disapproved ____

Assigned User Log-in _____

Comment: _____