

**Guidelines for Co-Sponsoring APA Continuing Education Events**

**Introduction**

The Association for Contextual Behavioral Science (ACBS) currently offers continuing education (CE) for psychologists. ACBS is a sponsor that is approved by the American Psychological Association to offer continuing education for psychologists. The main goals of continuing education are to keep psychologists’ knowledge and skills current. In order to provide opportunities for continuing education, ACBS sponsors CE events at the annual conference. ACBS also co-sponsors CE events within the subject area of CBS with other organizations or individuals throughout the year. This manual provides information regarding the guidelines, policies, and procedures that must be followed to be approved as a co-sponsor of continuing education by the Association for Contextual Behavioral Science. Samples of materials that must be completed by the applicant as well as samples of other relevant materials are included. If you need assistance with any aspect presented in this manual, please contact the Administrative Assistant at the Association for Contextual Behavioral Science, e-mail: support@contextualscience.org.

**Mission of ACBS:**

*Founded in 2005 (incorporated in 2006), the Association for Contextual Behavioral Science (ACBS) is dedicated to the advancement of functional contextual cognitive and behavioral science and practice so as to alleviate human suffering and advance human well being.*

**ACBS Continuing Educations Goals:**

* The bottom up development of workable applied theories, that are linked to basic principles, which underlie and sustain applied technologies (including those of training and dissemination) while continuously guided by the best available scientific evidence
* The development of a view of science that values a dynamic, ongoing interaction between its basic and applied elements, and between practical application and empirical knowledge
* Development of a community of scholars, researchers, educators, and practitioners who will work without invidious discrimination in a collegial, open, self-critical and mutually supportive way to effectively produce open, low cost, other centered valued outcomes and continuously explores the implications of their work

**General Guidelines for Developing a Continuing Education Event**

The following guidelines must be met in order to develop a continuing education event with the Association for Contextual Behavioral Science*.* These guidelines are designed to meet the American Psychological Association’s (APA) event criteria. Seeking co-sponsorship of CE events with an APA-approved sponsor (in this case ACBS) requires that the requesting organization or individual meet the same guidelines as the approved sponsor. Therefore, it is very important that each of the criteria listed below be met.

**1. Event**

a) The event or program must be at least one hour in duration.

b) ACBS will only offer continuing education for workshops or equivalent educational/training events. Convention talks or lectures do not qualify.

**2. Objectives**

a) Learning objectives must be outlined for the event in measurable terms.

b) The learning to be accomplished must be post-graduate in nature.
*\*\*Please* [*see here*](#_Writing_Behavioral_Learning) *for guidelines and examples.*

**3. Instructors**

a) Instructors must be knowledgeable and qualified to conduct the event. This can be determined by a post-graduate degree, years of experience, ACBS peer-reviewed trainer designation, scholarly articles written, etc.

b) Instructors must be qualified to convey material effectively.

**4. Participants**

Participants must be monitored to assure that they remain for the entire event in order to receive continuing education.

**5. Promotional Materials**

a) If CE co-sponsorship status is advertised, a specific statement of ACBS approval must be included on the promotional material. This would be: “***The Association for Contextual Behavioral Science is approved by the American Psychological Association to sponsor continuing education for psychologists. The Association for Contextual Behavioral Science maintains responsibility for this program and its content.***”

b) The following information must be made available to participants in the promotional materials before they enroll:

Statement about co-sponsorship if advertised (see directly above)

Program abstract/event description

Educational/learning objectives as required by the APA

Participants for whom the event is designed

Appropriate attendee skill level (intro, intermediate, or advanced)

Instructor(s) credentials (degree and discipline, current professional position, and expertise in program content)

Schedule and format

Cost/ Refund/cancellation policy

Commercial support (or lack of) **MUST** be explained directly on material

Items covered by fee

Indication of any activities within a program that are NOT offered for CE credit

Number of CE credits offered (as requested by the APA, please do **not** use the term “CEU”)

**6. Event Evaluation**

The evaluation should be objective and provide feedback to the instructors so that future programs may be improved. The evaluation is not for the purpose of grading participants. An example of an event evaluation is located [here](#_Evaluation_Form). YOU MUST USE THIS TEMPLATE.

The following must be evaluated:

a) Achievement of each event objective, individually

b) Instructor’s level of knowledge and expertise

c) Instructor’s ability to convey knowledge

d) Participants’ satisfaction with the presentation

e) Participants’ overall satisfaction with the presentation

f) Adequacy of the physical facilities

**7. Documentation**

 ACBS will award documentation to participants indicating satisfactory completion of the event. Credit may only be given for complete attendance. Participants may not arrive more than 15 minutes late to the training and still receive credit. *Partial credit is not available for long or multi-day trainings*. If the event is made up of multiple individual trainings (conference style) if attendance and evaluations are recorded for each part, credit can vary. ACBS will award this documentation not for participation alone but also for the evaluation of the learning event as indicated in criterion 6.

**8. Ethical Principles**

There must be adherence to the *Ethical Principles of Psychologists and Code of Conduct*. Copies of the *Ethical Principles of Psychologists and Code of Conduct* may be received from the ACBS office or by contacting the American Psychological Association (APA) at (202) 336-5990.

Use of APA ethical standards in this context is in no way intended to define ACBS as a US organization, or exclusively a psychological society; rather this linkage is only with regard to APA CE credits, which at this point is all the ACBS central office can offer. If and when other types of CE credits become available through ACBS, use of other standards appropriate for those credits is likely.

American Psychological Association

Sponsor Approval System

750 First Street, NE

Washington, DC 20002-4242

**How to Co-Sponsor a Continuing Education Event**

The CE event shall be developed in conjunction with the Association for Contextual Behavioral Science. Any co-sponsor relationship must meet the following requirements:

**1. Application Process**

During pre-planning stages, the co-sponsor organization or individual should **email** the Association for Contextual Behavioral Science (support@contextualscience.org) the following packet of information **at least 30 days prior to the CE event**:

[ ]  The “Co-Sponsor Application Form” ([beginning here](#_Co-Sponsor_Application_Form))

[ ]  The corresponding fee ([indicated here](#_4._Fees))\*

[ ]  Instructor(s) vita(e)

[ ]  Evaluation forms (**MUST USE** [template here](#_Evaluation_Form))

[ ]  Attendee list format ([see here](#_SAMPLE_ATTENDEE_LIST)) with a statement on the top that says “CEs awarded contingent upon timely post-event paperwork submission by the event organizers”

[ ]  Sample promotional materials **before** they are printed (that do NOT state “APA CEs”) *Please note*: According to APA guidelines and regulations, co-sponsored events are NOT allowed to use the APA approved sponsor logo for any reason. **Also, commercial support (or lack of) MUST be explained directly on promotional material.**

Statement about how the CE event will be funded (if funded by anything other than registration fees)

If information is added after approval of an event, co-sponsoring organizations are required to update the ACBS office by the date of the event. If, for example, a co-sponsor adds a date to an approved event, ACBS must be informed of the addition by that date. Failure to comply will compromise the approval for co-sponsorship of your event.

**2. Approval Procedure**

a) Once the Co-Sponsor Application Packet is received, the Association for Contextual Behavioral Science Continuing Education Committee will evaluate the proposal.

b) If the proposal meets ACBS’s continuing education standards, a co-sponsorship agreement will be made between the Association for Contextual Behavioral Science and the organization or individual seeking co-sponsorship. Please read the APA’s guidelines here: <http://www.apa.org/ed/sponsor/resources/approval-standards.pdf>

c) The Association for Contextual Behavioral Science will award continuing education on the basis of one contact hour for each 60 minutes of instruction or learning experience. ACBS will develop the documentation and will award each participant successfully completing the event. The documentation will name both of the co-sponsors, event title, date, CE hours, and presenter(s) names.

d) The Association for Contextual Behavioral Science will provide the documentation for continuing education to participants (see [Certification of Attendance](#_Certification_of_Attendance)).

e) Please note that once your event is approved by ACBS, your approval lasts for 365 days from the date of approval. If you decide to offer this exact same event multiple times within that year of approval or you need to change the date of the event listed on the application, please notify ACBS.

**3. Post CE Event Requirements**

ACBS will send a reminder email to the event organizer seven days before the 30-day deadline for receipt of post-event materials. After the 30-day deadline, if ACBS has still not received all post-event materials, or the submission was incomplete, the organizer will be notified of a 14-day extension for reception of 100% completed materials along with a $100 late fee. ACBS will not provide the certificates for the attendees of the event unless the materials are 100% complete, accompanied by the $100 late fee and received within the 14-day extension period after the initial 30-day deadline.

The co-sponsor organization or individual must electronically submit to the Association for Contextual Behavioral Science the following **within 30 days of the completion of an approved CE event**:

[ ]  A list of the participants seeking continuing education. The list should include the name, license number, email address, and confirmation of credits earned.

[ ]  Individual evaluations as well as a summary report of the course evaluation responses for all individuals earning CEs. (These summaries must include average scores for each evaluation collected on each question.) This document must also include the total number of participants in each event, including how many are psychologists and how many are non-psychologists (out of ALL participants; not just the ones requiring CEs).

[ ]  A check or credit card information for the remaining fees ([**see here**](#_7._Payment:)**)**. Please do **not** have individuals make checks out to ACBS. We prefer one check or credit card number per event.

[ ]  The co-sponsor organization or individual must maintain records of attendance for the CE event for three years. These records include attendance roster, course evaluations and any other relevant information.

[ ]  Completed “Continuing Education Event Summary Form.” ([**see here**](#_Continuing_Education_Event))

[ ]  Updated promotional materials since co-sponsorship approval by ACBS prior to the event **including the co-sponsor CE statement (see 5a of the application)** and “PENDING APPROVAL” removed

# **4. Fees**

* The fee charged is based on the organization or individual contact indicated in [part 1 of the application](#_Co-Sponsor_Application_Form).
* **For events that are more than 15 hours or have more than 10 individual sessions, the application fee will be double** the listed amount. For example, for ACBS Chapters it will be $150.00.
* The application fee only needs to be paid once annually per event. If you deliver the exact same event (same presenter, abstract, learning objectives, etc.) more than once in a 1-year period, then you may continue to offer CEs without having to submit a new application, but need to notify ACBS prior to doing so. The “per certificate” still applies.
* Events with more than 15 individual sessions (e.g. a conference with more than 15 sessions) will not be considered.

**For Private Business\***

• An application fee of $330.00 per CE event (i.e., workshop) must be enclosed with the Co-Sponsor Application Form. This fee will cover processing expenses.

• A fee of $25.00 per certificate per CE participant must be sent to ACBS upon 30 days of the completion of an approved CE event.

**For Government Entities and Non-Profit Associations\***

• An application fee of $225.00 per CE event (i.e., workshop) must be enclosed with the Co-Sponsor Application Form. This fee will cover processing expenses.

• A fee of $15.00 per certificate per CE participant must be sent to ACBS upon 30 days of the completion of an approved CE event.

**For ACBS Affiliated Chapters and SIGs\***

• An application fee of $75.00 per CE event (i.e., workshop) must be enclosed with the Co-Sponsor Application Form. This fee will cover processing expenses.

• A fee of $15.00 per certificate per CE participant must be sent to ACBS upon 30 days of the completion of an approved CE event.

**For Peer Reviewed ACT Trainers (**[**www.contextualscience.org/act\_trainers**](http://www.contextualscience.org/act_trainers)**)\***

• An application fee of $75.00 per CE event (i.e., workshop) must be enclosed with the Co-Sponsor Application Form. This fee will cover processing expenses.

• A fee of $15.00 per certificate per CE participant must be sent to ACBS upon 30 days of the completion of an approved CE event.

\* **Only CE activities within the subject area of contextual behavioral science (CBS) will be considered.**

If you have questions or concerns, please contact ACBS before completing your application.

**Payment Information**

* A single PayPal transaction or providing a credit card is preferred.
* Any checks should be made out to "ACBS".

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**Note:** Completion of the Co-sponsor Application Form does not constitute approval to co-sponsor continuing education. If co-sponsorship of continuing education for this event is approved by the Association for Contextual Behavioral Science, an email will be sent confirming this with the co-sponsoring organization (or individual). This procedure must be followed for each CE event (workshop or course).

# **Co-Sponsor Application Form – 2. 3.2023 Version**

This form must be final and complete and **sent electronically via email** to the Association for Contextual Behavioral Science (support@contextualscience.org) at least **30 days prior to the CE event**. Major edits are not permitted/accepted after the 30-day deadline (e.g. re-writing of education objectives, significant changes/clarification to program, etc.). All other required materials must be enclosed.

***COLOR KEY:*** Items to complete and Items to attach

**1. Co-Sponsor Information:**

ORGANIZATION OR INDIVIDUAL Contact: Click or tap here to enter text.

ADDRESS Click or tap here to enter text.

CITY/STATE/ZIP: Click or tap here to enter text.

E-MAIL: Click or tap here to enter text.

TELEPHONE: Click or tap here to enter text.

**2. Instructor Information:**

INSTRUCTOR’S Contact (name): Click or tap here to enter text.

ADDRESS: Click or tap here to enter text.

CITY/STATE/ZIP: Click or tap here to enter text.

E-MAIL: Click or tap here to enter text.

TELEPHONE: Click or tap here to enter text.

**\*\*If there are more instructors for this event, please list their name, affiliation, and email address here:**

Click or tap here to enter text.

**3. CE-Event Information:**

EVENT TITLE: Click or tap here to enter text.

EVENT ABSTRACT:

Click or tap here to enter text.

EVENT DATES AND TIMES: Click or tap here to enter text.

SITE ADDRESS: Click or tap here to enter text.

CITY/STATE/ZIP: Click or tap here to enter text.

SITE TELEPHONE: Click or tap here to enter text.

EVENT SKILL LEVEL:

[ ]  Introductory (useful for psychologists new to this field)

[ ]  Intermediate (useful for psychologists with some experience in this field)

[ ]  Advanced (useful for psychologists with extensive experience in this field

The American Psychological Association, through whom ACBS receives its continuing education crediting authorization, requires **at least three current** (within the past 10 years), **relevant** (maps onto the objectives and content), **and peer-reviewed** (journal articles) **references**, in APA-style citation format, for programs offered in one of the following areas:

[ ]  Program content focuses on application of psychological assessment and/or intervention methods that have overall consistent and credible empirical support in the contemporary peer reviewed scientific literature beyond those publications and other types of communications devoted primarily to the promotion of the approach;

[ ]  Program content focuses on ethical, legal, statutory or regulatory policies, guidelines, and standards that impact psychological practice, education, or research;

[ ]  Program content focuses on topics related to psychological practice, education, or research *other than* application of psychological assessment and/or intervention methods that are supported by contemporary scholarship grounded in established research procedures.

PLEASE IDENTIFY IN WHICH CATEGORY YOUR SUBMISSION PRIMARILY FALLS AND PROVIDE THE APPROPRIATE REFERENCES BELOW:

Reference 1:

Click or tap here to enter text.

Reference 2:

Click or tap here to enter text.

Reference 3:

Click or tap here to enter text.

Additional References (optional):

Click or tap here to enter text.

HOW DOES YOUR CE EVENT MEET THE SPECIFIC NEEDS OF POSTGRADUATE PROFESSIONALS WITHIN THE FIELD OF PSYCHOLOGY?

Click or tap here to enter text.

HOW ARE PSYCHOLOGISTS INVOLVED IN EVENT DEVELOPMENT?

Click or tap here to enter text.

DESCRIBE HOW YOU MAINTAIN YOUR CE EVENT UP TO DATE WITH RESPECT TO THE TOPIC AREA, THE EMPIRICAL, THEORETICAL AND PRACTICE LITERATURE, AND THE USE OF CURRENT DATA.

Click or tap here to enter text.

ATTACH INSTRUCTOR(S) VITA(E).

FOR EACH PRESENTER, PLEASE DESCRIBE THEIR CBS-ALIGNED TRAINING GIVEN (WHEN, FOR HOW LONG), CBS TRAININGS ATTENDED (INCLUDING DATE, PRESENTATION TITLE, LENGTH OF PRESENTATION, AND THE NAME OF THE PRESENTER(S)), AND CBS-RELEVANT PUBLICATIONS. THESE CAN INCLUDE ACT AND/OR OTHER CBS-ALIGNED AREAS DEMONSTRATING SUBJECT MATTER EXPERTISE FOR THE CURRRENT PROPOSED CE EVENT. Please note: ACBS Peer-Reviewed ACT Trainers can omit this section.

Click or tap here to enter text.

DESCRIBE THE EVALUATION PROCESS YOU WILL USE TO ASSESS THE PARTICIPANTS’ ACHIEVEMENT OF EDUCATIONAL OBJECTIVES (usually written evaluation)

Click or tap here to enter text.

ATTACH A FINAL EVALUATION FORM THAT FULFILLS THE CRITERIA OF THE GENERAL GUIDELINES #6. (You MUST use the [template here](#_Evaluation_Form)) ***If your event has several sessions****, please attach a separate evaluation form for each session with the educational objectives added in that are specific to that individual session.*

**Please make sure that all educational objectives are included in the top section #1 on the form**. You must type in each specific objective; just saying “Objective 1” is NOT sufficient.

Please note: You must have nearly 1 objective per hour of instruction; ex. a 15 hour program must have at least 12 learning objectives; Education Objectives are not what will be taught, rather they are "what the participant will be able to do as a result of attending your event”; eg. "The participant will be able to: discuss, execute, implement, evaluate, provide...")

You must develop educational objectives that clearly describe a) what participants are expected to learn; and b) how participants can apply this knowledge in practice or other professional contexts. [**See here**](#_Writing_Behavioral_Learning) **for guidelines and examples of objectives**.

\*\*Note that evaluations only need to be made available to attendees, they are not required to complete them to earn CEs.

DESCRIBE HOW YOU WILL MONITOR ATTENDANCE DURING THE EVENT IN A MANNER THAT FULFILLS THE CRITERIA OF THE GENERAL GUIDELINES

\*For online events\* make sure you have a way to ensure attendees attend the entire event (for example, check attendance at the beginning **and** end of the event).

Click or tap here to enter text.

ATTACH A SAMPLE OF YOUR ATTENDEE LIST FORMAT (sign in sheet) ([see here](#_SAMPLE_ATTENDEE_LIST)) On your sign-in/sign out sheet that you attach with your application, please place the following statement towards the top: "CEs are awarded contingent on timely post-event paperwork submission by event organizers."

**4. Facilities:**

DESCRIBE THE FACILITIES IN WHICH THE EVENT WILL BE HELD

Click or tap here to enter text.

DO THE FACILITIES PROVIDE APPROPRIATE SPACE FOR THE EDUCATIONAL METHODOLOGY USED? [ ]  YES [ ]  NO

ARE THE FACILITIES ACCESSIBLE TO PHYSICALLY CHALLENGED PERSONS?

 [ ]  YES [ ]  NO

**5. Promotional Material:**

DESCRIBE HOW YOU WILL MAKE THE FOLLOWING INFORMATION AVAILABLE TO PARTICIPANTS PRIOR TO ENROLLMENT IN THE CE EVENT: (email, listserv, website, brochure, etc., please explain)

Click or tap here to enter text.

ATTACH A COPY OF ALL PROMOTIONAL MATERIALS (website advertisement, mailers, listserv emails, etc.) in .doc or similar format.

# **All promotional materials must minimally include the following:**

[ ]  Event abstract/program description

[ ]  Description of the audience for which the program is intended

[ ]  All educational objectives

[ ]  The presenters and their credentials

[ ]  The costs (items included in the registration fee)

[ ]  Cancellation policies

[ ]  Contact information (email address or phone number)

[ ]  \*For online events ONLY\* include the statement: "**CEs are awarded contingent on timely post-event paperwork submission by event organizers.**"

Typically, this is included on the attendance sheet participants use, but most online events don’t have this, so it needs to be added here.

[ ]  Any known commercial support (or lack of) for CE programs or instructors **that may be construed as a conflict of interest (see sample evaluation form below for areas to consider) –** You can find examples of disclosures here: <http://www.asha.org/CE/for-providers/admin/Speaker-Disclosure-Slides-for-Presentations/>

[ ]  The number of CEs for Psychologists available with “(PENDING APPROVAL)” placed after it until official approval from ACBS is given.

[ ]  Note that attendees must attend the course in its entirety in order to receive CE credits (no exceptions).

[ ]  Then after approval, the following co-sponsor statement must be added:

“**The Association for Contextual Behavioral Science is approved by the American Psychological Association to sponsor continuing education for psychologists. The Association for Contextual Behavioral Science maintains responsibility for this program and its content.**”

**While the items listed below** don’t necessarily need to be placed on the promotional material you submit to us, there needs to be **some way that directs the individual** to the following information (for example, the promo could list a phone number, email address, website, etc., where they can find the info); for ACBS purposes, please fill out the following:

TARGETED AUDIENCE
Click or tap here to enter text.

SCHEDULE AND FORMAT (schedule of event, activities, breaks, etc.)

Click or tap here to enter text.

COST, FEES AND REFUND/CANCELLATION POLICY

Click or tap here to enter text.

ITEMS COVERED BY REGISTRATION FEE
Click or tap here to enter text.

INSTRUCTOR’S CREDENTIALS (degree and discipline, current professional position, and expertise in program content)

Click or tap here to enter text.

ANY ACTIVITIES DURING THE EVENT **NOT** AVAILABLE FOR CE CREDIT (breaks, lunch, social events, etc.)

Click or tap here to enter text.

LENGTH OF THE EVENT, IN HOURS, EXCLUDING ALL BREAKS AND NON-EDUCATIONAL PORTIONS (this will be the number of CEs available). This should be listed as “**CEs for Psychologists**” (as requested by the APA, please do **not** use the term “CEU”).
Click or tap here to enter text.

Initial here You guarantee that the info listed above (if not on the promotional material submitted) is actually available through the method listed on the promotional material. (For example, the promo could list a phone number or email address, and this must actually lead to someplace/someone that has the details regarding the cancellation policy, schedule, target audience, etc.).

Initial here CEs applied for through ACBS will be listed as "Pending Approval," and our approval statement (listed in 5a of this application document) will **not be advertised until approval is granted**.

Initial here You have read and agree to any updates that have been made to the most current version of the application (if you are using an older version of the application). **The current version can always be found here**: <https://contextualscience.org/acbs_CE_co-sponsorship>

Initial here During your CE presentation, you agree to include statements that describe the accuracy and utility of the materials presented, the empirical basis of such statements, the limitations of the content being taught, and the severe and the most common risks.

Initial here You agree to disclose the existence or non-existence of any commercial support, financial relationship, or conflict of interest **in the first presentation slide or handout prior to the beginning of the presentation**. You can find examples of disclosures here: <http://www.asha.org/CE/for-providers/admin/Speaker-Disclosure-Slides-for-Presentations/>

**6. Authorization:**

I CERTIFY ON BEHALF OF Click or tap here to enter text.

(Co-sponsoring organization or individual)

THAT THE PRECEDING STATEMENTS AND THE ENCLOSED DOCUMENTS ARE TRUE AND THAT I UNDERSTAND AND ACKNOWLEDGE THE EVENT STANDARDS FOR THIS EVENT (found here: <http://www.apa.org/ed/sponsor/about/standards/manual.pdf>).

SIGNED: Click or tap here to enter text. DATE: Click or tap to enter a date.

(Co-sponsor representative)

AGENCY TITLE: Click or tap here to enter text.

# **7. Payment:**

A non-refundable course application fee made payable to the Association for Contextual Behavioral Science (ACBS) must accompany this application ([see here](#_4._Fees) for fees). Please inquire about other payment options if needed.

**You may pay via Visa, MasterCard, American Express, PayPal, or by a check in US Dollars.**

**PayPal:** Go to <http://contextualscience.org/paypal>

Our account is under the email address: acbs@contextualscience.org

**Credit Card:** [ ]  Visa [ ]  MasterCard [ ]  American Express

Card Number

Expiration Date

Security Code

Signature

**Checks:** Please make checks, in US Dollars, payable to ***ACBS.***



# Continuing Education Event Summary Form

1. Title of Event: Click or tap here to enter text.
2. Name of Organization/Individual: Click or tap here to enter text.
3. Topic Area: Click or tap here to enter text.
4. Number of CE’s Offered: Click or tap here to enter text.
5. Date(s) of Event: Click or tap here to enter text.
6. Number of Participants (**ALL participants, not just CE earning participants**):

Psychologists: Click or tap here to enter text.

Non-Psychologists: Click or tap here to enter text.

1. Activity Format:

[ ]  **W – Workshop –** Any program that lasts less than one week

[ ]  **LS- Lecture Series** – A program that is more than one week but less than six months in duration

[ ]  **IS - In-Depth Series** – Any program that lasts longer than six months

[ ]  **C – Conference** – A conference where participants are required to attend all components. \*\*If one or more of the activities listed is part of a multi-session program for which credit is earned on a sessions by session basis, you should list the program as a session\*\*

[ ]  **S – Session** – Individual programs within a conference that do not require full conference attendance

*Submit completed form to ACBS at* *support@contextualscience.org****within 30 days*** *of the completion of the approved CE event.*

# Evaluation Form

CE Program Title

Sponsoring organization: Date:

Participant Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Instruction** | **Strongly Disagree** | **Disagree** | **Neither Agree nor****Disagree** | **Agree** | **Strongly Agree** |
| 1. After participating in this program I am now able to:
 |  |  |  |  |  |
|  | A. Objective #1 (type out each objective) | 1 | 2 | 3 | 4 | 5 |
|  | B. Objective #2 (type out each objective) | 1 | 2 | 3 | 4 | 5 |
|  | C. Objective #3 etc. (type out each objective) | 1 | 2 | 3 | 4 | 5 |
| 1. Accuracy and utility of content were discussed.
 | 1 | 2 | 3 | 4 | 5 |
| 1. Content was appropriate for postdoctoral level training.
 | 1 | 2 | 3 | 4 | 5 |
| 1. Instruction was appropriate for postdoctoral level training.
 | 1 | 2 | 3 | 4 | 5 |
| 1. Teaching methods were effective.
 | 1 | 2 | 3 | 4 | 5 |
| 1. Visual aids, handouts, and oral presentations clarified content.
 | 1 | 2 | 3 | 4 | 5 |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Instructor 1:****Name:**  | **Strongly Disagree** | **Disagree** | **Neither Agree nor****Disagree** | **Agree** | **Strongly Agree** |
| 1. Knew the subject matter
 | 1 | 2 | 3 | 4 | 5 |
| 1. Taught the subject competently
 | 1 | 2 | 3 | 4 | 5 |
| 1. Elaborated upon the stated objectives
 | 1 | 2 | 3 | 4 | 5 |
| 1. Presented content in an organized manner
 | 1 | 2 | 3 | 4 | 5 |
| 1. Maintained my interest
 | 1 | 2 | 3 | 4 | 5 |
| 1. Answered questions effectively
 | 1 | 2 | 3 | 4 | 5 |
| 1. Was responsive to questions, comments, and opinions
 | 1 | 2 | 3 | 4 | 5 |
| **Instructor 2:****Name:**  | **Strongly Disagree** | **Disagree** | **Neither Agree nor****Disagree** | **Agree** | **Strongly Agree** |
| 1. Knew the subject matter
 | 1 | 2 | 3 | 4 | 5 |
| 1. Taught the subject competently
 | 1 | 2 | 3 | 4 | 5 |
| 1. Elaborated upon the stated objectives
 | 1 | 2 | 3 | 4 | 5 |
| 1. Presented content in an organized manner
 | 1 | 2 | 3 | 4 | 5 |
| 1. Maintained my interest
 | 1 | 2 | 3 | 4 | 5 |
| 1. Answered questions effectively
 | 1 | 2 | 3 | 4 | 5 |
| 1. Was responsive to questions, comments, and opinions
 | 1 | 2 | 3 | 4 | 5 |

|  |  |  |
| --- | --- | --- |
|  **Professional & Ethical Issues** |  |  |
| 1. Presenter (or program chair, etc.) made clearly evident, prior to registration, the following:
 |  |  |
| * 1. Requirements for successful completion of activity
 | **Yes** | **No** |
| * 1. Commercial support for CE program, sponsor, or instructor (or any other relationship that could reasonably be construed as a conflict of interest)
 | **Yes** | **No** |
| * 1. Commercial support for content of instruction (e.g., research grants funding research findings etc.) that could be construed as a conflict of interest
 | **Yes** | **No** |
| * 1. Commercial support or benefit for endorsement of products (e.g., books, training, drugs, etc.)
 | **Yes** | **No** |
| * 1. Accuracy and utility of the materials presented, the basis of such statements, the limitations of the content being taught and the severe and most common risks
 | **Yes** | **No** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  **Venue, Setting, etc**. | **Strongly Disagree** | **Disagree** | **Does Not Apply** | **Agree** | **Strongly Agree** |
| 1. Facility was adequate for my needs
 | 1 | 2 | 3 | 4 | 5 |
| 1. Special needs were met
 | 1 | 2 | 3 | 4 | 5 |
| 1. Facility was comfortable and accessible
 | 1 | 2 | 3 | 4 | 5 |
| 1. Food and beverage were adequate (if applicable)
 | 1 | 2 | 3 | 4 | 5 |
| 1. Program brochure was informative and accurate
 | 1 | 2 | 3 | 4 | 5 |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Learning** | **Strongly Disagree** | **Disagree** | **Does Not Apply** | **Agree** | **Strongly Agree** |
| 1. Information could be applied to my practice (if applicable)
 | 1 | 2 | 3 | 4 | 5 |
| 1. Information could contribute to achieving personal or professional goals
 | 1 | 2 | 3 | 4 | 5 |
| 1. Cultural, racial, ethnic, socioeconomic, and gender differences were considered
 | 1 | 2 | 3 | 4 | 5 |
| 1. Presenter(s) described any known limitations for material presented​, as well as any known contradictory evidence and its sources
 | 1 | 2 | 3 | 4 | 5 |
|  | **Very Little** |  |  |  | **A Great Deal** |
| 1. How much did you learn as a result of this CE program
 | 1 | 2 | 3 | 4 | 5 |
|  | **Not Useful** |  |  |  | **Extremely Useful** |
| 1. How useful was the content of this CE program for your practice or other professional development
 | 1 | 2 | 3 | 4 | 5 |
| 1. Did this program enhance your professional expertise
 | Yes | No |  |  |  |
| 1. Would you recommend this program to others
 | Yes | No |  |  |  |
| 1. Teaching methods and tools focused on how to apply program content to my practice/work environment
 | Yes | No |  |  |  |
| 1. Learning was enhanced through a variety of media utilizing auditory, visual, and multimedia formats
 | Yes | No |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Participant Information** |  |  |  |  |  |
| 1. Please note your profession and status (Check all that apply)
 | □ Psychologist | □ Medical Professional | □ University Faculty | □ Social Worker | □ Student |
| □ Masters Level Licensed Therapist | □ Administrator | □ Other: | ­­­­­­­­­list profession |
| 1. Please note years in your profession
 | □ Student | □ 1-5 | □ 6-10 | □ 11-20 | □ 20+ |

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| --- | --- | --- | --- | --- | --- |
| **Narrative** |  |  |  |  |  |
|  |  |
| 1. What was your overall impression of the activity? What went well? What could have been improved?
 |
|  |
| 1. What did you learn that was new or different? How and/or will this information change how you practice?
 |
|  |
| 1. What topics or presenters would you like to see at future CE presentations?
 |
|  |
| 1. Other comments
 |
|  |
| *Please use another sheet of paper if you wish to expand on your observations* |

# SAMPLE ATTENDEE LIST FORMAT

**(CE Event Name) Participant Sign-In/Out Sheet**

**Date**

**CEs are awarded contingent on timely post-event paperwork submission by event organizers.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Participant Name** | **License #** | **Psychologist?****(check if “yes”)** | **Sign In** | **Sign Out** |
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## **Continuing Education Application Checklist**

During pre-planning stages, the co-sponsor organization or individual should **email** the Association for Contextual Behavioral Science (support@contextualscience.org) the following packet of information **at least 30 days prior to the CE event**:

[ ]  The “Co-Sponsor Application Form” ([beginning here](#_Co-Sponsor_Application_Form))

[ ]  The corresponding fee ([indicated here](#_4._Fees))\*

[ ]  Instructor(s) vita(e)

[ ]  Evaluation forms (**MUST USE** [template here](#_Evaluation_Form))

[ ]  Attendee list format ([see here](#_SAMPLE_ATTENDEE_LIST)) with a statement on the top that says “CEs awarded contingent upon timely post-event paperwork submission by the event organizers”

[ ]  Sample promotional materials **before** they are printed (that do NOT state “APA CEs”) *Please note*: According to APA guidelines and regulations, co-sponsored events are NOT allowed to use the APA approved sponsor logo for any reason. **Also, commercial support (or lack of) MUST be explained directly on promotional material.**

Statement about how the CE event will be funded (if funded by anything other than registration fees)

If information is added after approval of an event, co-sponsoring organizations are required to update the ACBS office by the date of the event. If, for example, a co-sponsor adds a date to an approved event, ACBS must be informed of the addition by that date. Failure to comply will compromise the approval for co-sponsorship of your event.

# Writing Behavioral Learning Objectives and Assessments (according to the APA)

* Learning objectives, or learning outcomes, are statements that clearly describe what the learner will know or be able to do as a result of having attended an educational program or activity.
* Learning objectives must be ***observable and measurable.***
* Learning objectives should (1) focus on the learner, and (2) contain action verbs that describe measurable behaviors
* Verbs to consider when writing learning objectives:
* list, describe, recite, write
* compute, discuss, explain, predict
* apply, demonstrate, prepare, use
* analyze, design, select, utilize
* compile, create, plan, revise
* assess, compare, rate, critique
* Verbs to avoid when writing learning objectives
* know, understand
* learn, appreciate
* become aware of, become familiar with
* Example of well-written learning objectives:

**This workshop is designed to help you:**

1. Summarize basic hypnosis theory and technique;

2. Observe demonstrations of hypnotic technique and phenomena;

3. Recognize differences between acute and chronic pain;

4. Utilize hypnosis in controlling acute pain;

5. Apply post-hypnotic suggestions to chronic pain; and

6. Practice hypnotic technique in dyads.

* Objective learning assessments should be written in a manner that determines whether participants learned what you planned to teach them. The evaluation (or learning assessment) should be based on the stated learning objectives of the program.
* Example of well-written learning assessment:

 **Based on the content of the workshop, I am able to:** Strongly Agree Strongly Disagree

1. Describe at least two theoretical approaches to hypnosis; **5 4 3 2 1**
2. Employ at least two hypnotic induction techniques; **5 4 3 2 1**
3. Explain how psychological approaches differ when applied

to acute vs. chronic pain; **5 4 3 2 1**

1. Demonstrate a technique for applying hypnosis to acute pain; **5 4 3 2 1**
2. Provide a post-hypnotic suggestion for controlling

chronic pain; and **5 4 3 2 1**

1. State that I had the opportunity to practice the technique

during the workshop. **5 4 3 2 1**

 *Jo Linder-Crow, Ph.D., Dec. 2000*