CE Application Checklist

*Have the below items 60-90 days in advance of your event when submitting your application for faster processing. Incomplete or rushed applications can be more time consuming on the applicant’s end.*

1. **Completed CE Application**
   1. **Description of Content.** *Please indicate if/how this course addresses the theory, practice and methodology pertaining to your topic. Please also indicate how this course extends knowledge beyond a pre-doctoral level of training on your topic.*
   2. **1 Learning Objective Per Hour***. Learning objectives must be observable and measurable, and they must clearly identify what the participant will know or be able to do as a result of having attended the program. The words, “Participants will be able to…” is a good way to start a learning objective. Good learning objectives typically use convey how they will be observed/measured through use of words such that participants will be able to “describe,” “list,” and “explain,” etc. as opposed to participants will “understand” or “learn.”*
   3. **Syllabus/Course Outline**.*Please provide a detailed syllabus with an hour-by-hour outline of workshop activities, as well as any scheduled breaks, including lunch. This outline should identify exactly what will be covered in the presentation and how much time will be spent on each item, including breaks.*
2. **Full CV’s for each instructor** *(biographical summaries are not sufficient)*
3. **At least THREE research citations that support the narratives/program content.** *These should be in APA format*
4. **Copy of evaluation form to be used at event**
5. **Copy of documentation of attendance**
6. **Sample of Promotional Material used for event.** *Must contain the following OR If your promotional material does not provide one or more of the below information items, then you must provide a method for obtaining this information (e.g., web address, phone number)*
   1. **Educational objectives that are written in observable and measurable terms;**
   2. **A description of the target audience and the instructional level** *(introductory, intermediate, or advanced);*
   3. **Activity schedule** *(e.g., from-to dates, times, frequency if a repeated session or series);*
   4. **Cost of the activity, the refund/cancellation policy, and any additional fees;**
   5. **Faculty credentials** *(i.e., relevant professional degree, current professional position, areas of expertise);*
   6. **The number of CE credits offered for each activity;**
   7. **A clear indication of any activities within a program that are not offered for CE credit.**
   8. **The following 2 statements as two separate paragraphs.** They must not be combined into 1 paragraph or combined with other disclaimer statements in your brochure or event promotions and marketing:
      1. Washington State Psychological Association has approved this CE Workshop.
      2. Washington State Psychological Association is approved by the American Psychological Association to sponsor continuing education for psychologists. Washington State Psychological Association maintains responsibility for this program and its content.