

**Alabama Psychological Association  
JOINT SPONSORSHIP CHECKLIST**

**BEFORE THE PROGRAM:**

- \_\_\_\_\_ 1. Joint Sponsorship Agreement signed and submitted to the Alabama Psychological Association (aPA)
- \_\_\_\_\_ 2. Joint Sponsorship Fee included with Agreement
- \_\_\_\_\_ 3. Workshop-Presenter Information Form and presenter's Vita submitted.
- \_\_\_\_\_ 4. Required content and language included in advertising brochure or flyer.
- \_\_\_\_\_ 5. Copy of advertising flyer or brochure sent to the Alabama Psychological Association (aPA) with content approved before being mailed out.
- \_\_\_\_\_ 6. Workshop(s) learning objectives have been approved by the Alabama Psychological Association

**DURING THE PROGRAM:**

- \_\_\_\_\_ 7. Workshop Sign-in Sheet provided by the Alabama Psychological Association (aPA) completed by each participant.
- \_\_\_\_\_ 8. Evaluation Form provided by the Alabama Psychological Association (aPA) distributed to each participant. This will be provided during the planning process.
- \_\_\_\_\_ 9. CE monitoring rules provided to monitors

**AFTER THE PROGRAM:**

- \_\_\_\_\_ 10. Completed Workshop Sign-in Sheet, *and* Evaluation Forms from each participant returned to the Alabama Psychological Association (aPA)
- \_\_\_\_\_ 11. CE processing fee of \$10 for each participant who is not a member of the Alabama Psychological Association (aPA) included with completed Evaluation Forms and Sign in Sheet.

**Alabama Psychological Association  
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