

# Alabama Psychological Association

## JOINT SPONSORSHIP AGREEMENT

### Continuing Education Programs

The Alabama Psychological Association (aPA) is approved by the American Psychological Association (APA) as a sponsor of continuing education programs for psychologists. We are also recognized by the Alabama Board of Examiners in Psychology as a provider of continuing education programs for psychologists. Programs sponsored or jointly sponsored by the Alabama Psychological Association (aPA) allow participants to earn CE credits under the mandatory state CE requirements.

The Alabama Psychological Association (aPA) will sponsor qualifying programs jointly with other organizations to participate in the presentation of quality CE programs and to facilitate our members attending and receiving CE credits. The following summarizes the Alabama Psychological Association's policies and procedures regarding joint sponsorship arrangements.

1. **Jointly sponsoring organizations.** The Alabama Psychological Association (aPA) typically jointly sponsors with not-for-profit professional, educational, scientific, and/or clinical organizations. We do not jointly sponsor programs designed to promote products and services.

2. **The Alabama Psychological Association (aPA) must be involved in program planning.** The Alabama Psychological Association (aPA) must be involved in the planning process of any program that are jointly sponsored. We cannot sponsor or offer credits retrospectively. We cannot sponsor or offer credits unless we are involved in the planning process for the program. The Alabama Psychological Association (aPA), as an approved sponsor of CE activities for psychologists, must assure that a number of guidelines are met. We reserve the right to decline to jointly sponsor any event that we do not believe is appropriate for our membership.

- Approved programs must be appropriate for doctoral-level psychologists.
- Approved programs must comply with the Ethical Principles of Psychologists; specifically, they must ensure the security of tests and proprietary information and the confidentiality of individuals and organizations.
- Planning of approved programs must include a procedure for insuring that participants attend the complete program (e.g. sign-in/out sheets, workshop monitors) since partial attendance, late arrival, or early departure will preclude the issuance of CE credits.
- **The Alabama Psychological Association (aPA) must co-author, review, and edit this information before the materials are printed and mailed. We also need to have copies of the publicity materials and the vita of presenter(s) to place in our files.**

3. **Publicity materials.** The jointly sponsoring organization and a representative of the Alabama Psychological Association (aPA) collaborate to compose the publicity materials, typically a brochure or mailing. The Alabama Psychological Association (aPA) requires the following information to be included on the brochure:

- a. The program sponsors.
- b. The title of the program.
- c. The date, time, and exact location.
- d. The name, degrees, and title of the presenter(s).
- e. A narrative description of the program.
- f. A statement of the intended audience.
- g. Learning objectives. Please see attached addendum for required statement of learning objectives.
- h. A short biographical description of the presenter(s).
- i. Continuing Education credit statement for psychologists, which must be worded exactly as required by the American Psychological Association (APA):

“This program is sponsored by *your organization* and the Alabama Psychological Association (aPA). The Alabama Psychological Association is approved by the American Psychological Association (APA) to sponsor continuing education for psychologists. The Alabama Psychological Association (aPA) maintains responsibility for this program and its contents. This program is approved for *number (numeral)* credit hours for psychologists by

the Alabama Psychological Association (aPA). Partial attendance, late arrival, or early departure will preclude the issuance of CE credits.”

- j. A refund/cancellation policy notice.
- k. A statement regarding handicapped-accessibility and a contact person for potential registrants to reach regarding special needs.

**4. Financial arrangements.**

- a. In cases in which the Alabama Psychological Association (aPA) assumes no financial obligations or risk and all of the expenses and revenues are assigned to the jointly sponsoring organization, the fees are as follows:
  - **\$150.00** to jointly sponsor a single workshop with one set of learning objectives, for conferences offering multiple workshops: *\$150.00 for up to 2 workshops per day; \$50.00 for each additional workshop for the conference.*
  - **\$400.00** annually for all programs (professionally appropriate). This fee covers all of our expenses related to record keeping and issuing CE credits to psychologists. It must be paid prior to distribution of publicity materials.
- b. The one time or annual fee paid by the organization also includes advertising for the workshop on the Alabama Psychological Association (aPA) Website if the organization so chooses. The organization must notify the Alabama Psychological Association (aPA) if they wish to advertise.
- c. An additional \$10.00 per person is charged for each psychologist participant who is not a member of the Alabama Psychological Association (aPA). The co-sponsoring organization is billed for these fees.

**5. Forms and record keeping.** Upon receipt of the information for publicity materials, the Alabama Psychological Association (aPA) will generate a sign in sheet and an evaluation form that includes the information in items 3a through 3d and 3g above and which are required for issuance of CE credits. These forms will be sent to the jointly sponsoring organization for duplication and use. Both forms are collected on site of the program and mailed by the jointly sponsoring organization to the Alabama Psychological Association (aPA). (On occasion a representative of the Alabama Psychological Association (aPA) will be present at the program site to collect the forms.)

- a. The ***Sign In Sheet*** serves as a record of attendance of a program.
- b. The ***Program Evaluation***. All programs sponsored by the Alabama Psychological Association (aPA) must be evaluated by participants. The evaluation forms are to be given to the attendees at the end of the program. The completed evaluation forms are mailed together with the sign in sheets and are required before CE credits can be sent to psychologist participants. We ask that program presenters be given feedback based on this evaluation data.

Please complete the “Agreement to the Alabama Psychological Association Form” along with payment to:

**The Alabama Psychological Association  
Continuing Education Committee  
PO Box 97  
Montgomery, Al 36101**

**AGREEMENT TO THE ALABAMA PSYCHOLOGICAL ASSOCIATION:**

Program Sponsor: \_\_\_\_\_

Title of Program \_\_\_\_\_

Date of Program \_\_\_\_\_

Number of CE Credits: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Contact Information: \_\_\_\_\_

I will abide by the conditions and terms of this agreement

Signature \_\_\_\_\_

Name (print) \_\_\_\_\_

Date: \_\_\_\_\_

Please enclose a check made payable to the Alabama Psychological Association. If paying by credit card, please complete the form below. Your credit card transaction will be processed upon receipt of this agreement.



Card Type:     Mastercard             Visa

Amount: \_\_\_\_\_

\_\_\_\_\_  
Credit Card #

\_\_\_\_\_  
Expiration Date    3 digit code

\_\_\_\_\_  
Billing Address (street, city, state, zip)

\_\_\_\_\_  
Name on Card

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Email address

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Authorizing Signature

\_\_\_\_\_  
Date