CO-SPONSOR POLICY

APA CO-SPONSORED PROGRAMS OFFERED AT EAST TENNESSEE STATE UNIVERSITY’S OFFICE OF PROFESSIONAL DEVELOPMENT

GENERAL INFORMATION

East Tennessee State University’s Office of Professional Development, as an APA-approved sponsor of continuing education in psychology, may co-sponsor a program with another organization but is required to retain its responsibilities and liabilities for the program, just as if East Tennessee State were the sole sponsor of the program. Co-sponsored programs must fulfill the continuing education objectives of East Tennessee State University’s Office of Professional Development, as an approved sponsor.

Ordinarily the other organization will 1) be a non-profit group offering content that is complementary to that of East Tennessee State University’s Office of Professional Development’s own programs, 2) have reason to affiliate with East Tennessee State University’s Office of Professional Development in particular, rather than some other sponsor, and 3) not be a regular provider of continuing education for psychologists.
GENERAL GUIDELINES FOR CO-SPONSORS OF THE OFFICE OF PROFESSIONAL DEVELOPMENT CONTINUING EDUCATION ACTIVITIES

The following are the major considerations that must be made in the development of a continuing education program within American Psychological Association (APA) criteria. Co-sponsoring CE activities with an APA-approved sponsor implies that the organization requesting the co-sponsorship will meet the same guidelines as the approved sponsor. The approved sponsor has the same responsibilities for the program as if it were the only sponsor of the program. Therefore, it is very important that each of the criteria listed below are met.

1. Learning objectives must be outlined for the activity.
2. The content of the program or activity must be clearly planned.
3. The program or activity must be at least one hour in duration.
4. CE credits, not CEU’s, are awarded to the participants.
5. Participants must be screened so that persons inappropriate to the topic, or who are not governed by ethical considerations, would not be enrolled.
6. The learning to be accomplished must be post-graduate in nature.
7. If APA-approved status is to be advertised, a specific statement of APA approval should be included on the promotional material. This would be: “This activity is being co-sponsored by The ETSU Office of Professional Development and (the name of co-sponsoring organization). The Office of Professional Development is approved by the American Psychological Association to offer continuing education for psychologists. The Office of Professional Development maintains responsibility for the program.”
8. Learning must be evaluated. This evaluation may be objective or subjective. This is for the purpose of giving feedback to the instructors so that programs can be improved and not for the purpose of grading the participants.
9. The participants’ satisfaction with the presentation must be measured.
10. Instructors for the program or activity must be qualified both from the point of view of their knowledge of the area and their ability to convey material successfully.
11. The instructor’s ability to convey knowledge must be assessed.
12. Documentation of credit must be awarded to participants indicating satisfactory completion of the activity.
13. The following information must be made available to participants before they enroll; educational objectives, participants for whom the activity is designed and skill level appropriate, schedule and format, cost refund/cancellation policy, items covered by fee, faculty credentials, and number of CE credits offered.
14. A grievance policy must be agreed upon between The Office of Professional Development and the organization wishing to co-sponsor.
15. There must be adherence to the Ethical Principles of Psychologists.

Agreement Process

ETSU affiliates will complete these forms as a matter of process. The application submission fee is $150.00 for ETSU affiliated offices, departments and organizations; and $200 for non-affiliates. Please complete the following cover page for your continuing education co-sponsorship proposal. Attach relevant information to explain the proposal in more detail. Professional Development will review your proposal and make any changes necessary. On receipt of Professional Development’s approval letter indicating any revisions needed, please sign and return it to Professional Development. These documents will constitute our agreement to co-sponsor the program.

Thank you for your interest in co-sponsoring a continued education program with Professional Development. Application with submission fee must be returned to Professional Development at the initial planning stage of the program.
Type of Presentation/Session. Please attach proposed program description.

☐ Full day Workshop - 1 speaker  ☐ Full day - Panel (more than one speaker)  ☐ Half-day Workshop (3 hr.)  ☐ Other

Title of Program __________________________________________ Program Date _________________

Co-sponsor Contact _________________________________________

First name M. Initial Last name Degree

Affiliation and Mailing Address __________________________________________

Office Phone __________________ Fax __________________

Please attach planning committee members’ names and their designations. If more than one co-sponsor, please attach all information for each co-sponsor.

Presenters. Please attach CV’s for each instructor. For additional presenters, attach additional sheets.

1. ______________________________________________________________________________________

2. ______________________________________________________________________________________

Learning Objectives:
By the end of this CE program, participants will be able to:

1. ______________________________________________________________________________________

2. ______________________________________________________________________________________

3. ______________________________________________________________________________________

4. ______________________________________________________________________________________

Assignment of Responsibilities

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Cost Factors:

- Speaker fees $ _____________ Facility Fees Proposed $ _____________
- Participant workshop fees proposed $ __________ Proposed Basis of division of profits ____________

Co-Sponsor Signature ___________________________  PD Signature ___________________________

Date ___________________________  Date ___________________________