

APA ACCREDITATION CHECKLIST

Pre-Event

- Fill out and return Request for Accreditation**
- Sign & return APA Accreditation Agreement** (this document)
- Review and sign Conference Planning Options**
- Provide Event agenda**
- Provide all marketing pieces for event** - include how it will be marketed *
- Provide APA Speaker Form & Disclosure, CV and Bio, from each speaker** - reference Writing Learning Objectives Guidelines on the website*
- Provide a completed Disclosure Sheet (combined disclosures)** - example on website *
- Submit payment for accreditation process to OCE**

Day of Event

- APA Site Visit**

Post-Event

- Provide completed Sign-in & out sheet** - example can be found on website *
- Disseminate Post-Event Evaluation to attendees** - created by OCE *
- Complete Post-Event Statistical Report** - copy can be found on
- website * **Submit additional payment as needed**

Additional options such as on site registration assistance can be viewed in the Conference Planning options on website.

* = MUSC OCE can complete for you. Please reference the Conference Planning Options on website.

APA ACCREDITATION AGREEMENT

Instructions:

Pre-Event

1. At least eight (8) months prior to your event, complete the APA Request for Accreditation form and email it to the MUSC Department of Psychiatry and Behavioral Sciences Office of Continuing Education (OCE) at psych-events@musc.edu .
2. Applicant fills out all forms and submits all required content for review to OCE. This includes:
 - a. All necessary event information via the following forms completed:
 - i. Document 1 - Request for Accreditation
 - ii. Document 2 - APA Accreditation Agreement (this document)
 - iii. Document 3 - Conference Planning Options
 - b. Event agenda.
 - c. A copy of all marketing pieces for event.
 - d. All APA Speaker Form & Disclosure (including: learning objectives and 3 supporting references in APA format, listed by session, speaker information, with presentation questions and answers).
 - e. All speaker CVs and Bios, organized by session.
 - f. Completed Disclosure Sheet.
 - g. Completed event Sign-in & out Sheet.
 - h. Complete Post-event Statistical Report
3. The Department of Psychiatry and Behavioral Sciences OCE reviews submission. This can be a process that involves 1-2 rounds of edits to get content where it is needed for final accreditation approval.
4. OCE grants or denies accreditation. If accreditation is denied, applicant may request a meeting to review the decision and have one opportunity to submit an appeal with revised application. OCE issues invoice and applicant pays invoice.
5. OCE provides final number of approved hours and APA logo and statement for communications pieces. Applicant provides example of final communication piece with APA statement and logo. OCE approves marketing piece before applicant sends to print.

Day of Event

7. OCE maintains the right to audit any portion of event as needed with a site visit.
8. Site visit may include auditor sitting in conference space to observe presentation to ensure APA Standards and Criteria are being met; observing attendee sign-in process; reviewing disclosures posted around physical space; any vendors on site; and any other items that may be cause for review.
9. Please be advised, if applicant does not uphold all necessary APA accreditation Standards and Criteria during audit, OCE may not grant accreditation. There will be no reimbursement due to a lack of upholding of terms.
10. Attendees **will not** be granted partial attendance. All sign in sheets must have a sign in and sign out and time must be strictly accounted for. Room monitors are recommended.
11. All attendees interested in receiving an APA certificate will need to take a post-event evaluation and test. Attendees will need to pass the test with a minimum of 70%. Applicant may decide to administer this via paper at the end of the conference or via a digital test post-conference. If administered by paper, hard copies need to be retained for a minimum of six (6) years, as well as entered into the database for reconciliation and tracking. Applicant staff may perform this, or OCE may be contracted with to perform this.

Post-Event

12. OCE reviews event audit report and discusses event with applicant. Any issues or problems are addressed at this point.
13. Applicant sends OCE both digital scans of the hard-copy sign in sheets, as well as a post-event reconciled excel spreadsheet with attendee contact information and correct email addresses. The hard copy needs to be maintained for a minimum of six (6) years for auditing purposes.
14. OCE creates a **post-event evaluation** to APA standards and disseminates to attendees.
15. Applicant will have ensured that all attendees have taken post-event evaluation. Those attendees that pass will be sent a certificate of attendance that the OCE will generate. The applicant will be copied on those digital communications for all parties' records.
16. Final invoice is issued by OCE to the applicant for final number of certificates. Applicant pays invoice.
17. The accreditation process is closed.

APA PLANNING QUESTIONNAIRE

Focus on one key topic/issue that may be the driving factor for why this activity is necessary.

1. Why was this topic/issue chosen? Why does the target audience need to know this information? If you have a citation or source that documents the importance and need for this presentation, please provide it, ie, clinical guidelines, needs assessment, evidence-based literature):
2. How do you know that your target audience does not already know this information or already know how to use the information in their clinical practices? Please provide a source document if possible, ie, needs assessment survey, public report, etc.
3. What do you want your target audience to be better able to do as a result of the conference/presentation? This is your overall learning objective; think about what the LEARNER will be able to do post learning, not what the instructor plans to do during the presentation:
4. How do you plan to provide the instruction in order to enable the audience to best achieve the objectives? Here is where you will talk about what the instructors will do, for example, will they provide case studies? Will they have a Q&A session or use an audience based response system so the presentation is interactive, or will it be strictly lecture? Will they use different learning formats, such as videos?
5. **IMPORTANT:** Identify one specific measurable change in practice that you expect will happen once the learned returns to practice. If should reflect a change in behavior or action (ie, will they start implementing "x" therapy instead of "x" therapy? Will they utilize new interviewing techniques when questioning patients? Will they employ a new checklist that the instructor shared with them?):

GAP CHART

Please complete two professional practice gaps for this activity as indicated on the chart below and on the following page.

Professional Practice Gap 1	
What are practitioners currently doing that does not exhibit best practices or ideal behavior?	
What is the best practice or model behavior practitioners should be applying in their practice to result in improved outcomes ?	
How do you know the gap between the existing practice and the best practice exists ?	<input type="checkbox"/> Documented needs (ex. M & M data, audit data, evidence-based literature) <input type="checkbox"/> Presumed needs (ex. new methods, new technology, new medication, new national or specialty guidelines) <input type="checkbox"/> Expressed needs (ex. Expert opinion, observation, evaluations, referral patterns)
Please provide a source (peer-reviewed article, guidelines, website, etc.) to back up the need as stated in "C"	
What possible barriers may practitioners encounter when implementing new strategies?	<input type="checkbox"/> Administrative support not available <input type="checkbox"/> Cost <input type="checkbox"/> Patient non-compliance <input type="checkbox"/> Equipment unavailable <input type="checkbox"/> Training issues <input type="checkbox"/> Insurance issues <input type="checkbox"/> Implementation time <input type="checkbox"/> Consensus/compliance from other departments or colleagues <input type="checkbox"/> None <input type="checkbox"/> Other
How will you engage the learner?	<input type="checkbox"/> Lecture <input type="checkbox"/> Workshop <input type="checkbox"/> Panel discussion <input type="checkbox"/> Other: _____
What clinical pearl (s) will learners be able to apply to their practice to improve patient care?	Learner will be able to:
Psychiatry and Behavioral Sciences OCE Office Only	

Gap 1

Cause of Gap: Knowledge deficient Competence deficit Performance deficit

Type(s) of results intended: Improvement in COMPETENCE
 Improvement in PERFORMANCE
 Improvement in PATIENT OUTCOMES

Competence: Ability to put knowledge into action; the strategy; what learners would do if they could
Performance: Putting action into practice to change outcomes

APA ACCREDITATION ACCOUNTABILITY AGREEMENT

IMPORTANT – Please read and sign before proceeding

This application must be completed by the psychologist who is the Activity Director for this educational activity. By signing below you agree to this and the following items.

This **APA Planning Document** is designed to capture necessary information for meeting the American Psychological Association (APA) Standards and Criteria of Continuing Education for Psychologists for *Category 1 Credit(s)*. CESA APA Essential Areas and Elements, Criteria and Standards for Commercial Support may be found at www.apa.org/about/policy/approval-standards.pdf.

For any activity to be certified by the Medical University of South Carolina Department of Psychiatry and Behavioral Sciences' Office of Continuing Education (OCE) the following items are required:

- Content meets American Psychological Association (APA) Standards and Criteria.
- The Activity Director will be responsible for HIPAA compliance.
- Recommendations involving clinical techniques in a CE activity must be based on best available scientific evidence that is accepted by the medical and mental health community.
- Recommendations must conform to the generally accepted standards of experimental design, data collection and analysis.
- The Activity Director must collaborate with the OCE on activity instructional design and to ensure compliance with OCE policies and APA accreditation Standards and Criteria.

APA CURRICULUM CONTENT

PRINCIPLE

The content of continuing education is the crucial component intended to maintain, develop, and increase conceptual and applied competencies that are relevant to psychological practice, education, and science. All CE programs offered for CE credit for psychologists must comply with Standard D criteria. CE programs must be grounded in an evidence-based approach. CE programs that are focused on application of psychological assessment and/or intervention methods must include content that is credibly supported by the most current scientific evidence. CE programs may also provide information related to ethical, legal, statutory or regulatory policies, guidelines, and standards that impact psychology.

CRITERIA

1. Sponsors must document that the content of each CE program meets one of the following:

- 1.1 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;
 - 1.2 Program content focuses on ethical, legal, statutory or regulatory policies, guidelines, and standards that impact psychological practice, education, or research;
 - 1.3 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.
2. Sponsors are required to ensure that instructors, during each CE presentation, 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.
 3. Sponsors must offer program content that builds upon the foundation of a completed doctoral program in psychology.
 4. Sponsors must be prepared to demonstrate that content is relevant to psychological practice, education, and/or science.
 5. Sponsors must have a process to identify any potential conflict of interest and/or commercial support for any program offered, and they must clearly describe any commercial support for the CE program, presentation, or instructor to program participants at the time the CE program begins. Any other relationship that could be reasonably construed as a conflict of interest also must be disclosed. Individual presenters must disclose and explain the presence or absence of commercial support or conflict of interest at the time the CE program begins.

PROMOTIONAL AND BROCHURE REQUIREMENT AGREEMENT

PROMOTIONAL REQUIREMENTS

1. Sponsors must clearly indicate how potential participants may obtain the following information prior to enrolling in a the program:
 - a. Educational objectives;
 - b. A description of the target audience and the instructional level of the activity (introductory, intermediate, or advanced);
 - c. Schedule;
 - d. Cost, including all fees and the refund/cancellation policy;
 - e. Instructor credential;
 - f. The number of CE credits offered for each activity;
 - g. A clear indication of any activities within a program that are not offered for CE credit.
2. All marketing must make clearly evident to all potential participants, prior to registration, any known commercial support for CE programs or instructors. Any other relationships that could be reasonably construed as a conflict of interest also must be disclosed.
3. Sponsors must assure that when referring to APA approval, the correct statement is used in all promotional materials such as ads, brochures, and announcements. When referring to APA approval, the following statement must be used:

"The Medical University of South Carolina is approved by the American Psychological Association to sponsor continuing education for psychologists. The Medical University of South Carolina maintains responsibility for this program and its content."

BROCHURE REQUIREMENTS

1. Program Overview

2. Educational Objectives (Learning Objectives)

If a lecture series, overall program objectives must be included in brochure. Individual session objectives must be listed and distributed on day of session to participant and listed on evaluation forms.

3. Target Audience

The course is designed for psychologists.

4. Continuing Education Information (Wording cannot be altered in any manner)

The Medical University of South Carolina is approved by the American Psychological Association to sponsor continuing education for psychologists. The Medical University of South Carolina maintains responsibility for this program and its content.

This may be used with the icon. See below for icon details.

5. Special Needs Statement (Wording cannot be altered in any manner)

If special arrangements are required for an individual with a disability to attend this meeting, please contact ...insert the contact person for the lecture/seminar here, with their phone numbers, so they can make the necessary arrangements... no later than two weeks prior to the lecture date.

6. Nondiscrimination statement (Wording cannot be altered in any manner)

The Medical University of South Carolina values diversity and seeks talented students, faculty, and staff from diverse backgrounds. The University of Pennsylvania does not discriminate on the basis of race, sex, sexual orientation, religion, color, national or ethnic origin, age, disability or status as a Vietnam Era Veteran or disabled veteran in the administration of educational policies, programs or activities, admission policies; scholarship and loan awards; athletic or other administered programs or employment. Questions or complaints regarding this policy should be directed to the Director, Office of Continuing Education, 67 President Street, Charleston, SC 29425 by telephone at (843)792-0042 or Milanak@musc.edu.

7. Cancellation and Refund Policy Statement

The Medical University of South Carolina, reserves the right to cancel or postpone any course due to any unforeseen circumstances. In the event of cancellation or postponement, the Department of Psychiatry and Behavioral Sciences will refund any registration fee but it is not responsible for any related costs, charges, or any expenses to participants, including cancellation costs incurred by airlines/travel agencies.

In order to process refunds for course withdrawals, written notification of cancellation must be received two weeks prior to the lecture (subject to a service fee). No refunds will be granted thereafter.

8. The APA Accredited logo

9. Financial disclosures for each presenter should be listed on all promotional and handout materials.

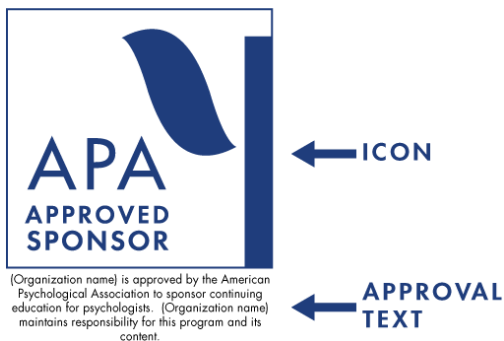
ICON REQUIREMENTS

- **The icon cannot be used by itself**; it must be used alongside (adjacent to) the required approval statement:

“(Full approved organization name) is approved by the American Psychological Association to sponsor continuing education for psychologists. (Full approved organization name) maintains responsibility for this program and its content.”

- It can **only** be used in **approved** sponsors' promotional materials and websites.
- Only **current** APA approved CE sponsors are permitted to use the icon.
- When co-sponsoring an activity, it is **only** permissible for the full statement of approval and the icon to be included when the **approved** sponsor organization is cited in the statement of approval text.
- The icon may **not** be modified (including color changes) and must appear **only** as listed on this page.
- The icon is **not** for use in letterhead and email signatures.

Proper Use of Icon:



Improper Use of Icon:



Activity Title: _____

Activity Date(s): _____

Activity Location: _____

As an applicant, I hereby understand and agree to the process listed above. Additionally, I understand that if I do not adhere to the MUSC Department of Psychiatry and Behavioral Sciences Office of Continuing Education (OCE) APA compliance requests for needed APA Standards and Criteria for all portions of accreditation, that accreditation may not be granted regardless of what fees may have been paid or what credit volume was marketed to attendees:

Event Applicant/Activity Director: Please print name: _____

Please sign name: _____

Date: _____

OCE Program Director (psychologist): Please print name: _____

Please sign name: _____

Date: _____

The Medical University of South Carolina Department of Psychiatry and Behavioral Sciences Office of Continuing Education will enforce the right to withhold credit at any time, should it determine that APA Standards and Criteria and or the Medical University of South Carolina OCE Policies and Procedures are violated.