

WSP PROPOSED MULTI-DAY/MULTI-SESSION CONFERENCE COVER SHEET

Please use the following outline of issues as a guideline for writing the overview (1-2 pages) for your proposed multi-day or multi-session conference. We understand, of course, that you may wish to meet with us during the early stages of your proposal before you can address all the issues and we encourage you to do so. In order for us to evaluate your proposal in a thoughtful manner for final approval, we will need the information provided by the following questions:

1. What is the proposed name or title of the conference?
2. Will this conference be cosponsored? If so, by whom? (if WSP is the co-sponsor, please complete and submit pages 2 and 3 of this document.)
3. Who will participate on the proposed conference planning committee and what are their expected contributions?
4. What is the proposed conference description?
5. What is the preliminary program for this event? (Please lay out the title, time, and speaker for each session of each day to demonstrate the flow of the conference and provide us an idea of needed supports, facilities, etc).
6. Location of the proposed conference? (Please provide a brief yet detailed description on facilities, accessibility, and needs A/V and tech. If in person, please describe the site, the reason for its selection, and maximum capacity)
7. What technical support is required for the conference?
8. What is the projected attendance for this conference?

Letter of Agreement to Co-Sponsor Continuing Education Activity

This agreement is between the Washington School of Psychiatry and the cosponsoring agency,

The Washington School of Psychiatry (WSP) is approved by the American Psychological Association to offer continuing education for psychologists. WSP maintains responsibility for this program and will be involved in all aspects of program planning. As an approved sponsor, WSP will ensure that the *Ethical Principles of Psychologists* are upheld in the delivery of this program.

The joint planning of this activity is NOT to be construed as WSP lending or transferring approval status to _____ . WSP is not permitted to act as an approval body by reviewing a program or organization, and is not allowed to state that it, in turn, is approved by APA. WSP assumes the same responsibilities and liabilities when co-sponsoring the activity as if it were the sole sponsor.

Both organizations must review and agree to the terms of the attached **Co-Sponsorship Guidelines**. Further guidelines regarding details of the program may be established by representatives of the two organizations as the program is developed, provided these guidelines are consistent with those on the attached and are approved by the WSP Executive

Signed: _____ Date: _____
Co-Sponsor Representative

Signed: _____ Date: _____
Director of Education & Membership
Washington School of Psychiatry

Signed: _____ Date: _____
Executive Director
Washington School of Psychiatry

WSP Guidelines for Program Co-Sponsorship

The following agreement is intended to guide the co-sponsor relationship between the Washington School of Psychiatry and a co-sponsoring agency.

This continuing education program will be developed in conjunction with the co-sponsoring agency. A committee consisting of individuals from both organizations shall play a major role in planning and executing the event.

The committee must develop a proposal for the program which contains the following:

1. Location, dates, time
2. Content
3. Qualified faculty with vitae
4. Teaching methods
5. Statement of educational objectives for the program

The Washington School of Psychiatry will be responsible for and maintain control over the following:

1. Financial planning and record keeping
2. Program assessment and evaluation
3. Maintaining CE records of participants
4. Insuring control of the quality of the program
5. Review, editorial control, and final approval of promotional materials

The proposal for program co-sponsorship must be reviewed by the WSP Director of Education & Membership, WSP Executive Director, the WSP Continuing Education Committee, and the Faculty/Clinical Staff Council. Once it has been approved, the **Letter of Agreement to Co-Sponsor Continuing Education Activity** will be signed by the WSP Director of Education and the representative of the co-sponsoring agency.

CE credit hours will be awarded by WSP based on one contact hour for each 60 minutes of instruction or learning experience. Documentation of credit will be developed and awarded to each participant successfully completing the program. Attendees who do not remain for the entire single-day activity will not be awarded credit. The documentation provided will include all elements required by the APA.

Note: If there is desire to award CEs to counselors, WSP must be approved by the National Board for Certified Counselors. To do so, WSP is required to apply to the National Board for Certified Counselors for co-sponsorship approval at least 90 days before the program date.