

# **Appendix A – SPONSOR**

**APPLICATION FOR APPROVAL OF AN ONGOING**

**CONTINUING EDUCATION PROGRAM**

1. Date of application:
2. Name of individual, group, or organization:
3. Mailing address:
4. E-mail address:
5. Phone number:
6. Administrator of the continuing education program (CV required):
7. Contact person (if different from administrator):
8. Consulting psychologist(s), their CV(s), and their role in the continuing education program (required for individual applicants and groups/organizations owned and operated by one psychologist):
9. Provide a brief overall description of the continuing education program, including a description of the history, objectives, targeted audiences, and organization. Include a schedule of continuing education activities offered in the **last 12 months**.
10. Attach a schedule of continuing education activities to be offered in the **next calendar year**. Please include the following information for **each** activity:
    1. Title of continuing education activity
    2. Date(s) and location of activity
    3. Schedule for the continuing education activity, including number of CE credits proposed (please note additional participant attendance monitoring requirements for concurrent conference sessions and activities not offered in-person in [Standards, Criteria, and Procedures](https://cpa.ca/professionaldevelopment/application/))
    4. Instructional personnel and their qualifications and backgrounds; **must** include CVs of all instructors
    5. If applicable, all individuals involved in planning or organizing the activity (e.g., conference organizing committee). Please indicate the role of psychologists in planning, organizing, or reviewing content of the activity. CVs **must** be included with this application.
    6. Declaration of any conflicts of interest (or absence thereof) on behalf of presenters, organizers, consultants, or others involved in the CE activity
    7. Learning objectives of the activity
    8. Outline of the material to be covered
    9. Statement acknowledging content’s adherence to the ethical standards of the [*Canadian Code of Ethics for Psychologists*](https://cpa.ca/aboutcpa/committees/ethics/codeofethics/)

* 1. Brochure, website link, or other promotional materials; please indicate where statement in Section III, Note 1 of [Standards, Criteria, and Procedures](https://cpa.ca/professionaldevelopment/application/) will appear (full statement **must** appear in promotional materials)
  2. Description of the intended participants, noting educational/professional requirements
  3. Description of how self-assessed and/or achieved learning will be evaluated; please include evaluation materials (please note additional evaluation requirements for activities not offered in-person in [Standards, Criteria, and Procedures](https://cpa.ca/professionaldevelopment/application/))
  4. Evaluation form for the activity (**must** address all items listed in Section IV.III.2 of [Standards, Criteria, and Procedures](https://cpa.ca/professionaldevelopment/application/))

Please submit this form, all supporting documentation, and the relevant **application fee**

(can be paid by cheque, Visa, or Mastercard; taxes apply for all Canadian organizations):

1 to 5 annual activities: **$350.00 +GST/HST**

6 to 10 annual activities: **$450.00 +GST/HST**

11 to 20 annual activities: **$550.00 +GST/HST**

21 or more annual activities: **$650.00 +GST/HST**

*By post:* *By email:* [education@cpa.ca](mailto:education@cpa.ca)

Continuing Education Office

Canadian Psychological Association *By fax:* (613) 237-1674

141 Laurier Avenue West, Suite 702

Ottawa, ON K1P 5J3 *By phone (Visa or Mastercard payments):*

(613) 237-2144 x.331