

GUIDELINES FOR ENDORSEMENT OF CONTINUING PROFESSIONAL DEVELOPMENT ACTIVITIES

Information for Providers

The Australian Psychological Society (APS) is a national, not-for-profit organisation that serves as the peak professional body for psychologists. The APS aims to support, facilitate and promote appropriate high quality Continuing Professional Development (CPD) activities that allow psychologists throughout Australia to maintain and improve their competencies. These guidelines are provided to assist applicants to understand the process and requirements for endorsement.

1. What is endorsement?

Endorsement is a process in which Continuing Professional Development activities are assessed by the APS against a set of quality criteria and APS endorsed hours are allocated to these activities. The APS uses an 'hour' system to indicate how much CPD activity a member needs to engage in annually. Hours may be split into quarter hour sections. All APS Associates, Members and Fellows, are expected to accrue at least 30 hours of CPD activity each year. Please note the Guidelines for CPD on the APS website.

NB Payment of the endorsement application fee does not guarantee endorsement of the CPD activities. The application fee is an administrative charge for the review process.

2. Purpose of APS Endorsement

Refinement and maintenance of a credible endorsement process for CPD activities based on empirically derived criteria into effective ways of improving psychological practice will support the involvement of APS members in CPD activities.

The aims of APS Endorsement are:

- Informing the membership about CPD as a quality assurance mechanism and assisting members to understand and satisfy the endorsement criteria
- to promote and ensure high quality activities for Continuing Professional Development
- to allocate hours consistently and equitably, reflecting the specialist** or general** value of the activity
- to ensure the activities are relevant and appropriate to the needs of the members as well as of employers, clients and the community
- to provide feedback for the improvement of the educational and training value of the activities

** **Please note:** The difference between **specialist** and **general** hours is not one of quality, or of the likelihood that members who decide to attend it will find it beneficial. Rather, the difference relates to whether the content reflects generalist skills required by all psychologists (including college members), or those reflecting the specific training and practice of specialist psychologists.

Endorsement is based on principles of adult learning and recognises the importance of different forms of teaching, different styles of learning and different professional needs.

APS Members and registered psychologists can accrue Continuing Professional Development (CPD) hours by participating in CPD activities that they determine to be relevant to their professional needs. These may be **self-initiated or APS endorsed**. An APS endorsed activity is an activity that has undergone, and satisfactorily met, all requirements of the APS endorsement process. Activities which have not been endorsed by the APS can still attract CPD hours if the activities fulfil the criteria for CPD hours.

CPD activities include **but are not limited to**:

- conducting or attending psychology workshops, seminars, lectures or courses of study
- writing, assessing, or reading and analysing
 - peer review psychology journal articles
 - scholarly professional books and monographs
 - research proposals and grants
- producing, reviewing, or viewing and analysing
 - professional videos
 - audios
 - internet resources
 - scientific posters
- providing peer consultation to psychologists.

3. Goals of Endorsement

The APS acknowledges members' commitment to the continuation of their educational and professional development beyond the level of completed undergraduate or postgraduate training.

The APS CPD program goals are:

- To encourage the continued participation in high quality CPD activities, by facilitating the provision of such activities that are accessible to APS psychologists and meet their particular needs and requirements
- To assist in the maintenance of high levels of competence in the profession
- To demonstrate to clients, employers, the community and other professionals that participation in continuing professional development activities is ongoing, relevant and a benefit to the broader community and society
- To promote an image of Australian Psychological Society psychologists as being committed to international standards of professional excellence
- To recognise such participation and compliance through certification
- To enhance psychological competence and therefore improve credibility within and outside the profession.
- To promote the maintenance and improvement of quality psychological services through education, training and research offered by its members in a manner which demonstrates the accountability of APS psychologists to their clients, their professional colleagues, the community and to themselves and thus guarantee the highest level of psychological services at all times
- To enable members to keep abreast of emerging trends and technologies.

4. Why have your CPD activity endorsed?

Endorsement has advantages for both the CPD provider/organiser and the participants who attend the APS endorsed activities. For example:

- providing guidelines for CPD activities which assist education providers to design CPD activities that meet the needs of, and assist psychologists participating in CPD activities, to determine the quality of those activities
- CPD providers use their evaluation forms to assess the quality of their CPD activity and allow participants to document and reflect on their participation in the activity
- CPD activities endorsed by the APS are an assurance of a high standard and this will aid psychologists, employers and/or funding bodies in the selection of quality CPD activities
- CPD providers will be able to market CPD activities as endorsed by the APS and use the APS logo for advertising the endorsed activity
- CPD endorsed activities may be included on the Calendar of Events on the APS website.

5. The Endorsement Process

Submitting an application

Organisers of CPD activities may submit an application for endorsement at any time, but should ensure there is sufficient time for the endorsement process to be completed prior to the proposed CPD activity taking place. To gain endorsement of proposed CPD activities, the organiser of CPD activities should read these guidelines and complete and submit an application to the APS National Office on the form provided, no less than **60** days prior to the proposed activity date (please take note of your advertising requirements).

Therefore, an application for endorsement should be commenced in sufficient time prior to the proposed date of each activity.

PLEASE NOTE THAT ENDORSEMENT IS NOT RETROSPECTIVE.

A request for APS National Office endorsement will usually be processed within 20 working days.

The CPD organiser must supply information as per the requirements of the guidelines and **must include supporting evidence**. Please use the APS application form (available on the APS website) for each activity. The multiple event application is specifically for those CPD organisers who hold more than three different events in period 1 November 2011 to 31 October 2012.

If a multiple event endorsement is granted, the PD provider/organiser, is an initial step. The applicant must provide comprehensive information regarding their goals, programme and presenters. Each single CPD activity under a multiple event application must be made on a separate application for endorsement.

*Please ensure that the application contains **all** necessary information and the correct fee accompanies your application. This will ensure that your application is processed in a timely manner.*

6. Presenters

Information about the background and education of each presenter **must** be included in the résumé for that presenter submitted with the application. For the purpose of endorsement, presenters must have expertise in the content of the CPD activity **at a level that builds on completed post graduate training in psychology**.

If the presenter/s is/are not psychologist/s, evidence must be provided to demonstrate their expertise in the field.

Each presenter's résumé should specifically include the following information:

- Confirmation of Society membership, or eligibility for Society membership;
- Confirmation of APS College membership, or eligibility for APS College membership, where applicable;
- If the presenter is from outside of Australia, confirmation of registration and membership of a relevant peak body in the country where he or she practices;
- Demonstration of relevant qualifications and experience in the content of the CPD activity; and
- Demonstration that knowledge and expertise in the content of the CPD activity is current.

7. Activity Content

As continuing professional development in psychology is a career long process, varying forms of learning activities need to be relevant to professional practice, research and science.

Applicants must provide sufficient detail of the content of the proposed CPD activity to enable assessment for endorsement. An overview or abstract of about 300 words should be provided with each application, highlighting the relevance of the topic to psychological practice, teaching, consultation or research, and any portion of the activity that is not psychological in nature.

In addition to the abstract, the following materials should be attached to each application for endorsement:

- A running sheet for the proposed activity including session and break times;
- Copies of all advertising material already used to promote the event or planned for promotion;
- A list of activities occurring during the proposed activity, such as simulation, small group practice (dyads, triads), video presentations etc., taking into consideration adult learning principles;
- A bibliography of peer reviewed, evidence based publications in supporting content delivery, with at least two complete articles provided
- Specific learning outcomes/objectives of the activity; and
- Details of any assessment process to be undertaken, such as multiple choice test, quiz, report, case study, recording in vivo of skills learning etc.

8. Criteria for endorsement


1. **Demonstrates the direct relevance, usefulness and/or importance of the proposed activity to psychological practice, teaching or research.**
2. **Demonstrates evidence-base of the activity and of its content:**
 - a. By reference to appropriate published scientific literature and scholarly works;
 - b. Consistent with established general psychological principles and established psychological principles and practice;
 - c. With material and methods supported by research evidence; and
 - d. If no established body of evidence, the material and methods presented are based on clearly articulated and testable theories.

NB: These criteria represent the ideal case. The Society recognises that some interventions, particularly new ones, may not meet all of these standards. However in all cases the Society will be looking for evidence of a commitment to and striving towards these standards.

3. **Demonstrates appropriate qualifications, experience and respected expertise in psychology of psychologist presenters, or demonstrated expertise in the field, high standard of education and training and high ethical standing of non-psychologist presenters.**
4. **Demonstrates high quality of the activity.**
5. **Demonstrates that the activity will be conducted in a manner compliant with the APS Code of Ethics.**
6. **Demonstrates that the proposed activity will not risk or bring the Society into disrepute.**
7. **Includes clear learning objectives (by stating what knowledge, skills or techniques the participants are expected to acquire or enhance and to demonstrably fulfil) are specified.**
8. **Includes an evaluation component.**

Recommended resources:

Evidence-based psychological interventions: A literature review (3^d edition)

 <http://www.psychology.org.au/Assets/Files/Evidence-Based-Psychological-Interventions.pdf>
(944kb)

For further information please contact Dr Rebecca Mathews MAPS, Manager of Practice Standards and Resources, APS National Office.

Delivery of evidence-based psychological interventions by appropriately trained mental health professionals is seen as best practice for Australian psychological service delivery. Therefore, keeping abreast of new developments in the treatment of mental disorders is crucial to best practice. This review reflects the current state of research knowledge.

9. Criteria for College endorsement

Additional criteria must be met for endorsement of specialist CPD activities. An application for College endorsement must also demonstrate the presenter's eligibility for membership of the relevant College, and the core competencies of the College that are met in the activity.

Assistance in identifying core competencies in each College can be found in Appendix 1.

10. Evaluations

As part of the endorsement process, we request that applicants obtain written evaluations from participants as to how well each educational objective was achieved, and in regard to their view of the

overall program. An underlying principle in all activities is the requirement for a built-in evaluation, peer review or other form of quality assurance.

An evaluation/feedback component gives participants the opportunity to provide valuable feedback to presenters, organisers and those involved in the endorsement process. A standard evaluation template is available through the Society's website. If you use the evaluation template, please amend it to suit your activity.

 *Insert template evaluation form*

Copies of the evaluations must be sent to the APS National Office **within one month** of the completion of the final presentation of the endorsed activity.

11. CPD logging

The Society is not responsible for tracking attendance at CPD events. It is the responsibility of each attendee to maintain his or her own CPD log. Attendance lists **should not be sent to the Society**.

12. APS endorsement process

Please note the flow diagram below.

Any person seeking endorsement of a CPD activity may apply to the Society for endorsement using the appropriate form, attaching supporting material and documentation and paying the applicable fee.

Applications are generally processed within 20 working days of receipt.

Applicants for a multiple event endorsement, should include in the application:

- a separately completed schedule for each different activity to be endorsed where known;
- supporting documentation for each different activity to be endorsed;
- a covering spreadsheet in the following form:

Activity & Topic:	Presenter(s):	Date(s):	Location:	Time:
<i>e.g., Workshop - Childhood anxiety disorders</i>	<i>Dr Fred Smith</i>	<i>May 29</i>	<i>Melbourne</i>	<i>4.30-7.30</i>

Applications and supporting materials will be reviewed against the relevant criteria for endorsement.

The Society is not obliged to seek further information where incomplete information has been provided, and accepts no liability for an organiser failing to gain endorsement as a result.

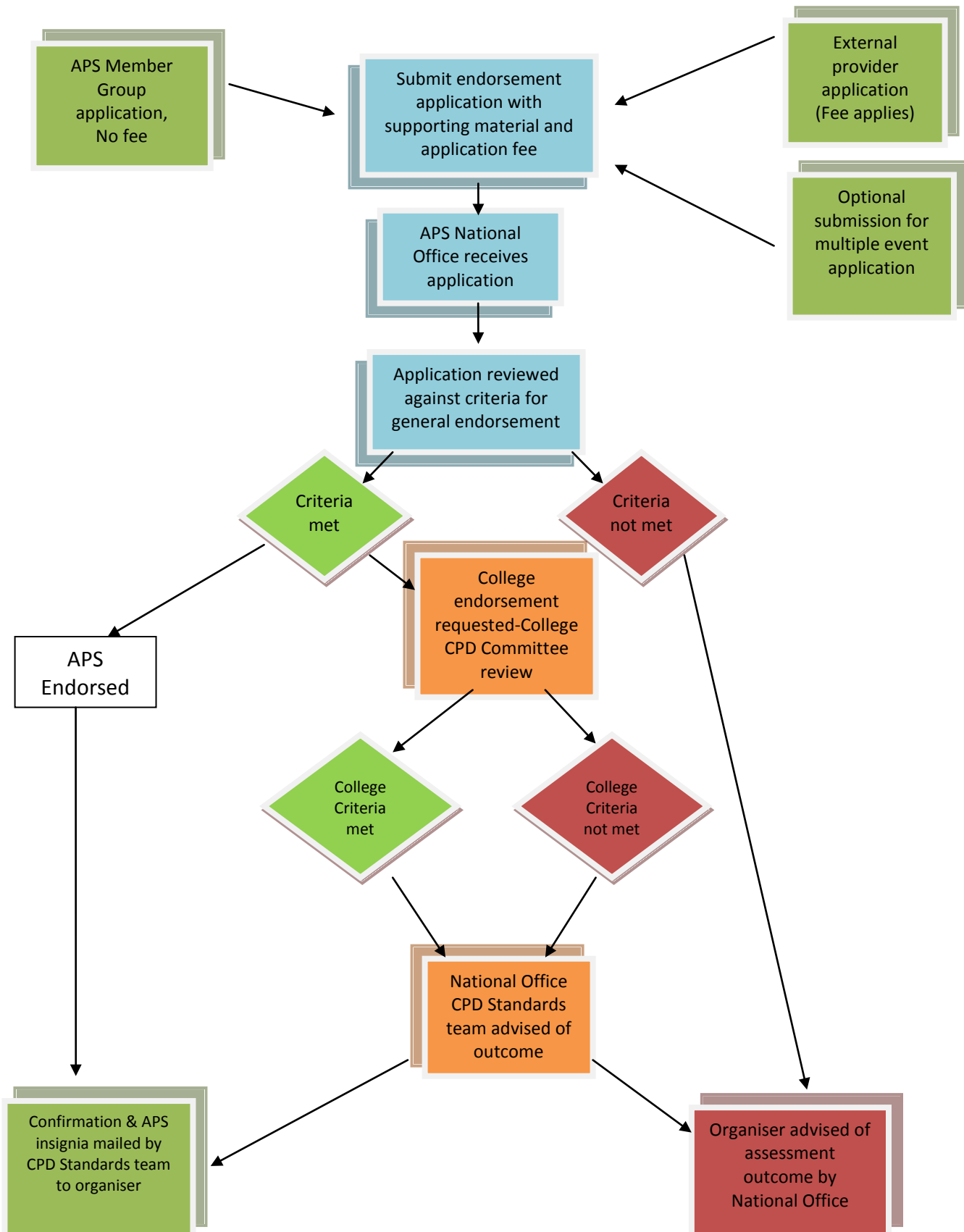
If an applicant seeks College endorsement, the application will first be assessed against the criteria for general endorsement, and if successful on that basis, will then be considered for College endorsement.

College endorsement involves assessment by the APS College Continuing Professional Development Committee of each College nominated. Please note that if more than one College is nominated, the assessment process may take longer than 20 working days.

Once the assessment process is complete, written confirmation of:

- the decision regarding endorsement of the activity; and, if endorsed
- any College endorsements;
- the number of CPD hours allocated to that activity; and
- APS endorsement information in electronic form will be sent to the organiser nominated on the application form.

APS CPD Endorsement process:



APPENDIX 1

APS College Endorsement Guidelines

APS College of Clinical Neuropsychologists

Guidelines for Endorsement of Professional Development Activities

1. The material should be relevant to clinical neuropsychology
 - a) The material should be specific to the practice of clinical neuropsychology, defined in terms of international best practice, rather than generic or specific to another college.
 - b) The material should be relevant to the CCN core competencies (major methods and body of knowledge, neuropsychological assessment and interpretation, application/intervention skills).
 - c) The material should be advanced rather than introductory
 - d) The material should pertain to clinical neuropsychology, or to the various populations and domains associated with clinical neuropsychology (e.g., neurological, forensic issues)
2. The material should be evidence-based
 - a) The material should be consistent with established general psychological principles and established clinical neuropsychological principles and practice
 - b) The material and methods should be supported by research evidence
 - c) Where there is not an established body of evidence, the material and methods presented should be based on clearly articulated and testable theories
 - d) These criteria represent the ideal case, and the College recognises that some interventions particularly new ones will not meet all of these standards. However in all cases the College will be looking for evidence of a commitment to and striving towards these standards.
3. The presenter(s) should be appropriately qualified
 - a) The presenter should be a member of the APS College of Clinical Neuropsychologists or be eligible for membership, or
 - b) The presenter should have advanced expertise in the topic being addressed
4. Supervision
 - a) Details of the supervisor's qualifications and membership status of the APS should be included.
 - b) Applications should contain a brief description of the content and times of the supervision.

APS College of Clinical Psychologists

Guidelines for Endorsement of Professional Development Activities

1. The material should be relevant to ongoing clinical practice
 - a) The material should be specific to the practice of clinical psychology defined in terms of international best practice, rather than generic or specific to another college. The material should be relevant to the core competencies of clinical psychology
 - b) The material should be advanced rather than introductory
 - c) The material should pertain to clinical populations, or to a non-clinical domain relevant to clinical psychology (e.g., legal issues, cultural issues)
2. The material should be evidence-based
 - a) The material should be consistent with established general psychological principles, and established clinical psychological principles and practice
 - b) The material, in the areas of both assessment and intervention, should be supported by research evidence
 - c) Where there is not yet an established body of evidence, the material and methods presented should be based on clearly articulated, ethically acceptable, and testable theories. The above criteria represent the ideal case.

The College recognises that many interventions and assessment procedures, particularly new ones, will not yet meet all of these standards. However, in all cases the College will be looking for evidence of a clear commitment to and striving towards these standards. In the case of video/journal clubs, the above criteria will apply and in addition, evidence should be provided of learning objectives and outcomes.
3. The presenter(s) should be appropriately qualified
 - a) The presenter should be either a member of the College, or eligible for membership, or
 - b) The presenter should be recognised by the College as having advanced expertise in the topic being addressed.
4. Supervision
 - a) Details of the supervisor's qualifications and membership status of the APS should be included.
 - b) Applications should contain a brief description of the content and times of the supervision.

APS College of Community Psychologists

Guidelines for Endorsement of Professional Development Activities

1. The material should be relevant to community psychology

a) The material should be specific to community psychology rather than generic or specific to another college

b) The material should be advanced rather than

introductory 2. Content of activities

Objectives of the activity - to enhance psychological knowledge and skills:

a) Topic and content of the activity or program must be directly relevant, useful and important for community psychology practice, teaching community action and/or research. Recognition of the rights of participants, clients and consumers to share in knowledge and skill development in community practice:

b) The activity should demonstrate equity and recognition of the rights of individuals in community psychology practice, recognition of skills and/or experience of all participants and the right to share in learning community psychology skills. High-level involvement of clients and consumers:

c) Involvement of clients or consumers of services in design, planning and delivery of professional development activity, evaluation of program and/or research;

d) Recognition of the experience of consumers of services and the value of their contribution. Social, cultural and political contexts of psychological practice:

e) The activity should include analysis, evaluation or comment about the social context in which the activity takes place

f) The activity should include analysis, evaluation or comment about the cultural context in which the activity takes place and include appropriate materials produced by members of the cultural and appropriate members of the cultural community

g) The activity should include analysis, evaluation or comment about the political context in which the activity takes place and the implications or consequences for community psychology practitioners and their clients or communities.

These criteria represent the ideal case, and the College recognises that some interventions particularly new ones will not meet all of these standards. However in all cases the College will be looking for evidence of a commitment to and striving towards these standards.

3. Presenter details

The presenter should be appropriately qualified.

a) The presenter should be a member of the APS College of Community Psychologists or eligible for membership

b) The presenter should be a recognised expert in the topic being addressed.

4. Supervision

a) Details of the supervisor's qualifications and membership status of the APS should be included.

b) Applications should contain a brief description of the content and times of the supervision.

APS College of Counselling Psychologists

Guidelines for Endorsement of Professional Development Activities

1. Relevance of the material

The material should be relevant to ongoing counselling practice.

- a) The material should be specific to counselling psychology rather than generic or specific to another College.
- b) The material should be advanced rather than introductory.
- c) The material should pertain to counselling populations or to other domains relevant to counselling psychology (legal issues, ethical issues, cultural issues, and marketing for private practice, media issues).

2. Content of activities

The material should address the following four domains.

- a) Theoretical outline of the topic.
- b) Assessment should be consistent with established psychological principles.
- c) Intervention should be consistent with established psychological principles and should be consistent with established outcome studies.
- d) Both assessment and intervention should be consistent with the principles of established counselling psychology practice and should have demonstrated validity.

These criteria represent the ideal case, and the College recognises that some interventions particularly new ones will not meet all of these standards. However in all cases the College will be looking for evidence of a commitment to and striving towards these standards. The College recognises the importance of breadth in activities and supports a range of PD activities by appropriately credentialed presenters.

3. Presenter details

The presenter should be appropriately qualified.

- a) The presenter should be a member of the APS College of Counselling Psychologists or eligible for membership or
- b) The presenter should be a recognised expert in the topic being addressed.

4. Supervision

- a) Details of the supervisor's qualifications and membership status of the APS should be included.
- b) Applications should contain a brief description of the content and times of the supervision.

APS College of Educational and Developmental Psychologists

Guidelines for Endorsement of Professional Development Activities

1. Relevance to practice as an educational and developmental psychologist
 - a) The material should be specific to educational and developmental psychology, rather than generic
 - b) The material should be advanced, rather than introductory
2. Evidence-based approach to assessment and treatment
 - a) Material pertaining to psychological assessment methods and instruments should be consistent with published empirical evidence
 - b) Material pertaining to interventions should be consistent with the known mechanisms of the psychological disorders to which it is intended to be applied, and be supported by evidence from controlled treatment outcome studies
3. Qualifications of the presenter
 - a) The presenter should be either a member of the CEDP, or hold higher qualifications in the field of educational and developmental psychology
 - b) The presenter should have advanced expertise in the topic area of the presentation
 - c) These criteria represent the ideal case, and the College recognises that some interventions particularly new ones will not meet all of these standards. However in all cases the College will be looking for evidence of a commitment to and striving towards these standards.
4. Supervision
 - a) Details of the supervisor's qualifications and membership status of the APS should be included.
 - b) Applications should contain a brief description of the content and times of the supervision.

APS College of Forensic Psychologists

Guidelines for Endorsement of Professional Development Activities

1. The material should be relevant to forensic psychology
 - a) The activity should be directly relevant to the practice of forensic psychology
 - b) The activity should be at an advanced level of practice rather than generic or specific to another College
 - c) The activity should pertain to forensic populations or areas relevant to forensic psychology e.g.; legal, cultural and custodial issues
2. The material should be evidence-based
 - a) The material and methods presented should be evidence-based.
 - b) Material and methods should be based on established psychological theory and principles.
 - c) There should be research evidence whether from outcome or other studies to support the material or methods presented.

The College recognises that in many cases there will not yet be an established body of evidence in support of practice methods. In such cases it is important that material and methods presented should be based on clearly articulated and testable theories.

3. The presenter(s) should be appropriately qualified
 - a) The presenter should be a member of the APS College of Forensic Psychologists or eligible for membership or
 - b) The presenter should be a recognised expert in the topic being addressed or
 - c) The presenter should be recognised by the College in having specialist qualifications e.g.; in law or psychiatry
4. Supervision
 - a) Details of the supervisor's qualifications and membership status of the APS should be included.
 - b) Applications should contain a brief description of the content and times of the supervision.

APS College of Health Psychologists

Guidelines for Endorsement of Professional Development Activities

1. The material should be relevant to health psychology practice and applications
 - a) The material should be specific to health psychology practice rather than generic
 - b) The material should be advanced rather than introductory
 - c) The material should pertain to health and/or the various populations and domains associated with health (including cultural and legal issues).
2. Material should be evidence-based
 - a) The intervention or assessment should be consistent with both general psychological principles and established health psychology principles
 - b) There should be a clearly articulated and testable theory about why the intervention works
 - c) There should be evidence from controlled treatment outcome studies that the intervention is effective for those situations to which it is intended to be applied.

These criteria represent the ideal case, and the College recognises that some interventions particularly new ones will not meet all of these standards. However in all cases the College will be looking for evidence of a commitment to and striving towards these standards.

3. Presenters should be appropriately qualified
 - a) Where the content of the activity is related to health psychology, the presenter should be a College member or eligible for College membership
 - b) Where the content of the activity is related to other aspects of health, the presenter should be formally and/or experientially qualified in the related profession and in the application of its principles to health psychology.
4. Supervision
 - a) Details of the supervisor's qualifications and membership status of the APS should be included.
 - b) Applications should contain a brief description of the content and times of the supervision.

APS College of Organisational Psychologists

Guidelines for Endorsement of Professional Development Activities

1. The material should be relevant to ongoing organisational psychology practice:

The activity should be directed toward improving the Core Competencies of Organisational Psychologists or developing knowledge relevant to the specialist area of Organisational Psychology

a) The activity should have direct relevance to the Core Competencies of the APS College of Organisational Psychologists

b) The activity should develop specialist knowledge in the area of Organisational Psychology relevant to the specialist area of Organisational Psychology

2. The material should be evidence-based

a) The content presented should be consistent with established Organisational Psychology principles and practice and established general psychological principles

b) The content presented should be supported by research evidence

c) Where there is not an established body of evidence, the content presented should be based on clearly articulated and testable theories

d) The activity should be at an advanced level so that it extends professional knowledge beyond that of entry into the College

3. The presenter(s) should be appropriately qualified

a) A psychologist presenter must be a member of the APS and/or registered and demonstrate current knowledge and expertise in the content to be presented

b) A non-psychologist presenter must have specialist knowledge and expertise in the content to be presented

4. Supervision

a) Details of the supervisor's qualifications and membership status of the APS should be included.

b) Applications should contain a brief description of the content and times of the supervision.

APS College of Sport Psychologists

Guidelines for Endorsement of Professional Development Activities

1. The material should be relevant to ongoing practice and applications to the sport/exercise environment
 - a) The material should be specific to sport psychology practice rather than generic or specific to another college
 - b) The material should be advanced rather than introductory
 - c) The material should pertain to the sport/exercise environment, and/or to the various populations and domains associated with the sport/exercise environment (include legal rehabilitation, and/or cultural issues)
2. The material should be evidence-based
 - a) The intervention / assessment should be consistent with established general psychological principles, and further should be consistent with established sport / performance psychological principles
 - b) There should be a clearly articulated and testable theory of the processes by which the intervention works, and evidence for those purposes
 - c) The intervention should be consistent with the known mechanisms and intricacies of the situation to which it is intended to be applied
 - d) There should be evidence from controlled treatment outcome studies that the intervention is effective for those situations to which it is intended to be applied.

The above criteria represent the ideal case. The College recognises that many interventions, particularly new ones, will not yet meet all of these standards. Some activities, such as those concerned with counselling, clinical, training and professional skills, may have little systematic evidence base to call on. However, in all cases the College will be looking for evidence of a clear commitment to and striving towards these standards.

3. The presenter(s) should be appropriately qualified
 - a) Where the content of the activity is related to psychological applications to sport and/or exercise, the presenter should be either a member of the College, or eligible for membership
 - b) Where the content of the activity is related to other domains associated with the sport/ exercise environment, the presenter should be formally and experientially qualified in the related profession and in the application of its principles to the sport/exercise environment
4. Supervision
 - a) Details of the supervisor's qualifications and membership status of the APS should be included
 - b) Applications should contain a brief description of the content and times of the supervision.