

## **APS TERMS AND CONDITIONS**

### **FOR ENDORSEMENT OF A SINGLE CONTINUING PROFESSIONAL DEVELOPMENT ACTIVITY HELD ON OR BEFORE 31 October 2012**

#### **Transition phase extended to 31 October 2012 for all providers**

Applicants have been previously advised that the APS would cease accepting applications for endorsement of CPD events after 31 October 2012. This meant that those who received an annual licence from this date would be able to deliver APS-endorsed CPD events until 31 October 2012. In order to provide equitable arrangements for all CPD providers, the transition arrangements have now been modified to enable applications to be made beyond 31 October 2011 for endorsement of single and multiple CPD events that will be run no later than 31 October 2012.

The Australian Psychological Society (the **Society**) 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. See also the APS Guidelines for Endorsement of CPD Activities.

The Organiser is responsible for ensuring that the CPD activity meets the requirements of, and agrees to be bound by, the following terms and conditions:

#### **1. Application**

This application must be submitted with all relevant supporting documentation before assessment can be conducted. The Society shall not be held responsible for any delay in assessment of incomplete applications, or for information or documentation not received. Applications can only be made in regard to activities that have not yet been conducted.

##### **Single Activity** (e.g., one workshop that can be run multiple times)

For each single activity only one application needs to be made for multiple presentations of the **same activity** up to 31 October 2012.

##### **Multiple-event endorsement** (e.g., three or more different workshops that can be run multiple times)

A separate application must be made for each separate event in this category.

#### **Conferences**

Conferences cannot be endorsed as a whole. A Conference Organiser may apply for endorsement of individual sessions in the one application.

#### **2. Fees**

Activities sponsored by one of the Society's Member Groups, being a College, Interest Group, Branch or State Committee, will have the application fee waived.

#### **3. Time**

Applications for endorsement will normally be processed within 20 business days of receipt of complete applications. Please note: If you choose more than one college for specialist endorsement, the CPD Team will contact you with the decisions from the colleges, once **all** the selected colleges have replied.

Organisers are responsible for ensuring that applications for endorsement are made in sufficient time to support their advertising or the conduct of the activity. **NB: There is no retrospective endorsement.**

As far as practical, an activity based application is valid for the number of presentations of the activity nominated in the application form.

#### **4. Activities for Endorsement**

The topic and content of an activity must be directly relevant, useful and important for the maintenance, development or increased conceptual and applied competencies relevant to psychological practice, education, or research and must be at post graduate level. Reference to independent and high quality published support for the content of the activity must be submitted with the application.

Activities should deal with topics that are relevant to and generally recognised within psychology. Topics that imply new, innovative and/or breakthrough types of findings will require substantiation via empirical data which has quality research

If any proportion of the program is not psychological in nature, it must be in an area of direct relevance to the particular topic of presentation and the enhancement of psychological knowledge and skills. The content of an activity must be more psychological than not in order to be considered for endorsement.

## **5. Learning Outcomes**

The success of an activity and its evaluation is contingent on clear specification of the educational objectives of the activity. Learning outcomes should be written in measurable, behavioural terms that specify some action that can be used to demonstrate that the skill or knowledge has been acquired.

## **6. Ethical considerations**

The activity must be conducted in a manner consistent with the APS Code of Ethics. Where the content of an activity could potentially be stressful or upsetting to attendees, a warning must be included in any promotion of the activity.

## **7. The Organiser's Warranties**

The Organiser:

- Warrants that the Presenter/s has the requisite knowledge and experience to present the activity at a level necessary to achieve the learning outcomes for attendees. The Organiser will provide to the Society a résumé of the Presenter/s qualifications with this application.
- Warrants that all necessary ethical considerations have been complied with.
- Warrants that any promotion of the activity already completed or underway makes no reference to an application for endorsement.
- Indemnifies the Society against any claim made in respect of the endorsement of the activity.

## **8. Advertising**

To avoid any possibility of attendees being misled as to the endorsement status of a CPD activity, the Society will only process applications for endorsement where the activity has been advertised without any reference to CPD endorsement, prior to that endorsement being granted.

When endorsement has been granted for an activity, the Organiser will be notified and provided with electronic copy of the APS endorsement insignia. Upon receipt of that insignia, the Organiser may advertise the activity as being endorsed.

## **9. Post Activity Evaluation**

Evaluation of presented activities is essential for quality assurance and continued improvement of the endorsement process. The Organiser agrees to provide copies of evaluation forms for each presentation of the activity to the APS National Office no later than one month after completion of the last presentation of that activity.

**Failure to provide evaluation forms may compromise future applications for endorsement of activities.**

Members of staff of the Society or members nominated by the Manager Professional Development Standards, may attend an endorsed event at any time for the purpose of review for compliance with endorsement requirements. The person nominated will not incur catering or attendance fees. In the event that an activity is found to be not of a sufficiently high level to warrant endorsement, any endorsement for future presentations of that activity may be revoked.

**Scanned and emailed copies are preferred.**

## **10. Decision on Endorsement**

The assessment of an activity for endorsement is based upon the information provided by the applicant, having regard to the relevance of the topic for expected attendees and the expected learning outcomes.

Any decision regarding endorsement is final and **not** subject to appeal. Any Organiser seeking a different outcome may re-work the activity documents and make a new application at any time.

***A prior grant of endorsement for an activity is no guarantee of future endorsement.***

## 11. Privacy

The Society is committed to protecting the privacy, confidentiality and security of the personal information provided to it. It is expected that the personal information provided as part of this application may be used in the promotion of the activity endorsed. Nothing in this application obliges the Society to promote an activity.

## 12. General

These terms and conditions are governed by and construed in accordance with the laws of the State of Victoria, Australia and the Organiser irrevocably and unconditionally submits to the non-exclusive jurisdiction of the courts of Victoria.

NB Please read the GUIDELINES FOR ENDORSEMENT OF CONTINUING PROFESSIONAL DEVELOPMENT ACTIVITIES at:  
<http://www.psychology.org.au/Assets/Files/CPD-Guidelines-for-endorsement.pdf>

**I have read the Guidelines for Endorsement of Continuing Professional Development Activities and I have read and accept the APS terms and conditions for endorsement of CPD activities.**

**Signed:** \_\_\_\_\_

**Or tick box**

## IMPORTANT CHECKLIST

Please confirm your acceptance of these terms and conditions by ticking the box where indicated above. Your application will **NOT** be processed without this.

Your application must include the following information in detail. Applications without this information will not be processed:






- Applicants must provide sufficient detail of the content of the proposed CPD activity to enable assessment for endorsement. An overview of abstract of about 250 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; please note meals and breaks are not to be included in the time allocation;
- 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;
- 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.

SCHEDULE

**ENDORSEMENT OF A SINGLE CONTINUING PROFESSIONAL DEVELOPMENT ACTIVITY**

<b>Organiser's Contact Details:</b>	Title & Name:			
	ABN/ACN:			
	Postal Address:			
	APS Member No:			
	Organisation conducting activity:			
	Other organisations involved in developing this activity:			
	 email:		 web:	
	 phone:		 fax:	
	 mobile:			
	<b>Presenter/s:</b>	Name:		
		<input type="checkbox"/> Résumé/s Attached		
<b>Activity:</b>	Title/Topic:			
	Type of Activity:	<input type="checkbox"/> Conference presentations <input type="checkbox"/> Workshop-Skills based training <input type="checkbox"/> Webcast <input type="checkbox"/> Group Seminar <input type="checkbox"/> Update on research <input type="checkbox"/> Other: please specify: _____ <input type="checkbox"/> Comprehensive information attached		
	Have you submitted this event to the Events Calendar			
	Who should attend: target	Please list the relevant professionals <input type="checkbox"/> Only APS Members <input type="checkbox"/> Prerequisites or entry requirements (Please provide details)		
	Delivery	<input type="checkbox"/> One off event <input type="checkbox"/> Repeated activity <input type="checkbox"/> Continuous education (e.g. website, distance education, CD, etc..)		
	Minimum Number of attendees			
	Number of Facilitators			
	Locations/Venues:	Date/s:	Time/s:	Est. CPD Hours:

	Learning outcomes, detailing the benefits for attendance (in detail):			
	<input type="checkbox"/> Attach further information, including scientific basis for topic			
<b>Name of APS Member Group Sponsoring activity (if applicable):</b>				
<b>Previously approved?</b>		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> New	<b>If yes, Code:</b>	Annual Licence Code:
<b>Select Endorsement:</b>	<input type="checkbox"/> APS Endorsed <b>OR</b> <input type="checkbox"/> APS College Endorsed (see below, up to <b>four only</b> )			
	<input type="checkbox"/> Clinical <input type="checkbox"/> Clinical Neuro <input type="checkbox"/> Community <input type="checkbox"/> Counselling <input type="checkbox"/> Ed & Dev <input type="checkbox"/> Forensic <input type="checkbox"/> Health <input type="checkbox"/> Organisational <input type="checkbox"/> Sport			
<b>Ethical Considerations</b>	<input checked="" type="checkbox"/> <i>tick relevant statements:</i> <input type="checkbox"/> Information about the Presenter's practice or research has been de-identified. <input type="checkbox"/> Appropriate permission has been obtained for disclosure of information about the Presenter's practice or research that has not been de-identified. <input type="checkbox"/> No ethical consideration has been made in regard to the planned activity			

***\*Please attach further information where necessary\****

Office use only: Code: Fee Paid:                      Date:
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## PAYMENT DETAILS

*Upon payment this form becomes a Tax Invoice*

**ABN 23 000 543 788**

<b>Organiser:</b>	Name:	
<b>Activity:</b>	Title/Topic:	

If this event is sponsored by an APS College, Interest Group or Branch, or State Committee, **no fee** is payable.

### Cost of application for endorsement:

**SINGLE ACTIVITY:** APS member: \$220 (inc. GST)  Non-member: \$330 (inc. GST)

**Single-event endorsement** (e.g., one workshop that can be run multiple times)

- \$220 (GST inclusive) per activity for APS members who are not sponsored by an APS College, Branch or Interest Group
- \$330 (GST inclusive) per activity for non-members

**MULTIPLE EVENT ACTIVITY:** \*\*\$800 (inc. GST)  \$400 (inc. GST)

**Multiple-event endorsement** (three or more workshops that can be run multiple times)

\*\*Fees will be based on all multiple event applications received between 1 November 2011 and 30 September will incur a fee of \$800 (GST inclusive). All applications received after 1 May 2012 will incur a fee of \$400.

**Please note: APS Members can accrue Continuing Professional Development (CPD) hours by participating in CPD activities that they determine to be relevant to their individual professional**

skills, learning plans and goals. These may be self-initiated. CPD activities do not need to be endorsed by the APS.

**Method of payment:**

**Cheque** payable to The Australian Psychological Society Ltd **OR**

**Credit card:**  AMEX  MasterCard  Visa

**Cardholder name:** \_\_\_\_\_

**Credit card no:** \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

**Expiry date:** \_\_/\_\_/\_\_

**Cardholder signature:** \_\_\_\_\_

**Total amount:** \$ \_\_\_\_\_

**Paying by cheque?** Please **email** this application form and **mail the cheque**, with the event title written on the back, to the address below.

**Paying by card?** Please complete the details on this page and **return via email**.

Please return the completed application form, including this payment page via email, fax or mail.

**Email**

CPD@psychology.org.au

**Mail**

The Australian Psychological Society, PO Box 38, Flinders Lane Vic 8009

**Fax**

(03) 9663 6177