

**WRIGHT STATE UNIVERSITY  
SCHOOL OF PROFESSIONAL PSYCHOLOGY  
CONTINUING EDUCATION PROGRAM  
POLICIES & PROCEDURES**

**CONTINUING EDUCATION PHILOSOPHY**

The WSU-SOPP Continuing Education Program (CE Program) is fully committed to conducting all CE activities in strict conformance with the American Psychological Association's Ethical Principles of Psychologists and Code of Conduct. The CE Program will comply with all legal and ethical responsibilities to be nondiscriminatory in promotional activities, program content and in the treatment of program registrants. The monitoring and assessment of compliance with these standards will be the responsibility of the CE Program Director in consultation with the WSU-SOPP Dean. Every effort will be made to assure that CE program instructors have expertise in the content area and are competent to teach the program at a level that builds upon a completed doctoral program in psychology and/or other commensurate educational foundation.

**CE PROMOTIONAL MATERIALS**

The CE Program is committed to providing an accurate/current description of all sponsored CE activities, including clearly delineated learning objectives. Additionally, the CE program will attempt to accurately highlight the professional and scientific gains that would be expected to accrue secondary to CE activity event attendance. However, it is not always possible to include all required or sought information in CE Program promotional literature/brochures. The CE Program website will contain additional information. Nonetheless, if a potential registrant has a need for additional information, prior or after registration, it will be verbally provided upon request to the best of the CE Program's staff's ability.

**REGISTRATION**

All registrations are strongly encouraged to be completed online. Preregistration will close on the dates listed or when the room is filled to capacity. All registrations are subject to acceptance and receipt of payment. Registrations must be received by the deadline to avoid a potential penalty.

**ON-SITE REGISTRATION**

Early registration is encouraged. On-site registration may be available if space allows. All registrations received after the listed deadline will be processed on-site subject to a \$25 penalty. Based on availability, meals might not be available to late registrants.

**RATES**

CE Program fees, if any, are established and will be published in promotional literature for each individual continuing education activity. Fees must be paid at the time of registration. Fees may be paid by charge card, check, or cash; charge card is preferred. An individual receipt will be given upon request and for all cash payments. Printing of your online registration will otherwise function as payment receipt.

Special rates may be available to current WSU-SOPP fully-affiliated faculty, supervising clinical faculty, doctoral students/interns/postdocs, and others as may be designated per individual CE activity.

**REFRESHMENTS/MEALS**

As indicated with each CE Program registration, refreshments/meals may be provided. All registrants will incur an incorporated fee for refreshments/meals, including registrants who receive a registration fee reduction.

### **ADA ACCOMMODATIONS**

WSU is an ADA accessible facility. CE Program venues have made every effort to comply with the provisions of ADA. If you need any assistance related to any special accommodation(s), please contact us at 937-775-3494 at least 5-days before the program so that we may assist you.

### **DISCLAIMERS, CANCELLATION & REFUNDS**

Cancellation requests must be submitted in writing and will be subject to a \$25 processing fee. There will be no refund for cancellations made less than five (5) days in advance of the program. The CE Program is committed to providing an accurate/current description of all CE activities. However, the CE Program is not responsible for unexpected changes, additions or deletions to the programs/services.

### **CERTIFICATES OF ATTENDANCE**

Certificates of Attendance will include program title, presenter(s), dates, times, and credits awarded, and signed by the CE Program Director. The certificates will be available to all registrants, subject to attendance status and guidelines, at the conclusion of the program, unless otherwise stated. In some situations, registrants may receive their certificate by mail or electronically.

### **CONTINUING EDUCATION CREDIT**

CE Program registrants are requested to sign in/out and complete a program activity evaluation form. Registrants seeking CE credits must sign in/out, remain for the entire program, and complete a program activity evaluation form -- No Exceptions. No partial credit will be awarded. Certificate recipients may arrive no later than ten (10) minutes late or leave more than ten (10) minutes early to receive CE credit for the activity. The program planners will make every effort to ensure that each program begins/ends promptly at its designated times.

### **APPROVED CONTINUING EDUCATION SPONSOR**



The CE Program is approved by the American Psychological Association (APA) as well as the Ohio Psychological Association (OPA) to sponsor continuing education activities for psychologists. The CE Program maintains responsibility for its sponsored programs and their content. CE credits are reported to OPA-MCE within thirty (30) days of the continuing educational activity. CE credits are not reported to APA. Records of CE Program-sponsored activities, including registrant attendance, are maintained for a period of 5-years.

### **CO-SPONSORED CONTRIVING EDUCATION ACTIVITIES**

The CE Program periodically will collaborate with the WSU Department of Social Work and/or the WSU College of Education & Human Services to provide continuing education credits, respectively, for social workers and counselors, and/or marriage and family therapists. When such occurs, this collaboration and availability of respective discipline continuing education credits will be noted within individual program promotion literature.

The CE Program will occasionally collaborate or cosponsor continuing education activities with other organizations. On such occasions, the CE Program Director will be involved in the design/management of the continuing education activity, and it will be clearly delineated in program literature which organization maintains control and responsibility for the awarding of the CE credits for psychologists. Nonetheless, the CE Program must be clearly identified as a cosponsor of the CE activity. Under no circumstance will the CE Program lend or allow another organization to award CE credits in its name without having been a co-sponsor.

### **COMPLAINT PROCEDURES/GRIEVANCES**

While the CE Program goes to great lengths to assure fair treatment for all registrants and attempts to anticipate problems, there will be occasional issues that come to the attention of the CE Program staff that require intervention and/or action on the part of the CE Program staff or an administrator of WSU-SOPP. This procedural description serves as a guideline for handling such grievances.

When a registrant, either orally or in written format, files a grievance or expects action on the complaint, the following actions will be taken.

1. If the grievance concerns a speaker, the content presented by the speaker, or the style of presentation, the individual filing the grievance will be asked to put his/her comments in written format. The CE Program Director will then pass on the comments to the speaker, assuring the confidentiality of the grieved individual.
2. If the grievance concerns a workshop offering, its content, level of presentation, or the facilities in which the workshop was offered, the CE Program Director will mediate and will be the final arbitrator.
- 3) If the grievance concerns the CE Program Director, the WSU-SOPP Dean will mediate and will be the final arbitrator.
4. If the grievance concerns the CE Program, in a specific regard, the APA CE Chair is an option for arbitration.

### **INFORMATIONAL CONTACT**

Please contact us at 937-775-3494 or e-mail [sopp\\_reply@wright.edu](mailto:sopp_reply@wright.edu).

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**WRIGHT STATE**  
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**"Preparing Tomorrow's Psychologists for a Diverse World"**