CoCEA 2018 Minutes
CoCEA January 24, 2018 Minutes
10:30 am – 12:30 pm

Present - Chair: Gironda, Marc A PsyD; Past Chair: Lakin, Phyllis R, PhD; Conference Committee Co-Chair: Wainer, Larisa R PsyD; Virtual Learning Committee Chair: McClelland, Nathan PhD; CE Approval Committee Co-Chairs: Raymond F, PhD and Lowenthal, Mark S, PsyD; CODI Representatives: Esquilin, Susan C  PhD and Gallagher-Hobson, Abisola H EdD; NJPA Staff: Boertzel-Smith, Keira; Somers, Kelly MA; APA Applications: Dennis Finger, EdD

Absent - Conference Committee Co-Chair: Montgomery, Sharon Ryan W  PsyD; Program Committee Chair: McGuire, Leah PhD; MAL: Brett Biller, PsyD; NJPA Treasurer: DaSilva, Daniel  PhD; NJPAGS Representative: Mistry, Neha

I. Marc Gironda welcomed everyone and introductions were made around the table

II. Committee Updates

A. Conference Committee
-Fall conference – did well in attendance and financial bottom line -discussed the need to balance profit and loss - ECP discount introduced – one day rate for attendees, all inclusive
-will explore more themed conferences moving forward
-2018 Spring Conference - Subtheme Use – Hanover Manor
May 6, 2018 (Proposal not completed for CE Approval) Dr Arnold Washton doing presentation-breakfast and working lunch are included – discussed best title for program (use of word opiates)
-2018 Fall Conference - tentatively looking at November 2 and November 3 – date dependent on speaker selection and availability – the theme is currently undetermined
**ACTION ITEM- committee develop a list of about five topics to be used as menu and guide for speaker search for the conferences
**ACTION ITEM- ask NJPA committees to supply topic recommendations and speakers-send out message on committee chair listserv
-goal is to be two years out in calendar with both dates and speakers
-always need to have networking opportunities at events – need to balance it with giving as much CE time as possible
-bill both fall and spring events as “conferences”?
  • still could use members ECP’s in particular

B. Program Committee
Have had very successful programs since CE introduced!! All sell out very fast
-looking into getting better conference seating at Central office- try to get up to 40 seats + zoom participation
-next meeting in February - will discuss menu of topics
Grand Round - Ethical Issues in Everyday Practice
Friday, January 26, 2018, Central Office, 10:00 AM - 12:00 PM Program (Sold Out)
Grand Round - Chronic Pain: Concepts, the Role of Psychology & Treatment
Friday, February 9, 2018, Central Office, 10:00 AM- 12:00 PM Program (Sold Out)
Grand Round - Postpartum Depression: When Is It More Than Just the Baby Blues? (Sold Out)
March 2, 2018, Central Office, 10:00 AM - 12:00 PM Program (proposal not completed for CE Approval)
Offsite Program – will be on mindfulness
April 27, 2018 Ponzio’s Diner, Cherry Hill NJPA/South Jersey Program
(proposal not completed for CE Approval)
Offsite Program – Domestic Violence – Dr. Richard Kessler
Focused on treatment of abuser – 4 credits- St E’s
June 1, 2018
Offsite Program – September 28, 2018 maybe a HIPPA meeting with NJPA lawyer
(Proposal not completed for CE Approval)
Grand Round - ?
October 19, 2018 Central Office, 8:30 am - 10:30 am
(Proposal not completed for CE Approval)
Offsite Program - ?
December 7, 2018 (Proposal not completed for CE Approval)
-Need to follow and develop a “timely topic” menu for programs
-Use of free APA speakers to be explored
  • Always could use more members – ECP in particular

C. Virtual/Homestudy
2 presentations ready to be posted
*Pirelli presentation from fall conference
*Glassgold coming up with quiz on telepsychology program and then be posted
-exploring doing a Homestudy Reading - use NJ Psychologists Articles – follow CA model – need to determine topics/themes to be used
-working on getting speakers willing to do virtual presentations – need to discuss how to encourage people to do it and explore different options
  • need new members!!

D. CE Approval
48 programs approved for CE in 2017
- increasing approvals since CE started – need new members!! Have 2 new members but need more
**ACTION ITEM Need to have training for new reviewers
-important Affiliate liaisons give speakers templates/directions for program approval requirements
-APA Approval Process is getting more and more difficult
-Get Fran Conway involved to help put some academics on committee

III. Committee on Diversity and Inclusion
*discussed the need to answer diversity questions in our application and develop process to implement input
*discussed the need to focus on what people need to include in their presentations on diversity - need to educate presenters, review programs, think about training by CODI with COCEA
-Susan presented new APA multicultural guidelines -her comments on how to work with them and differences noted in the guidelines we need to focus on in the application - reviewed her amendments to the questions above
*Need to distill answers to bullets for the application based on Susan’s material
* brought to committee attention that the person who is chair of APA committee and drafted guidelines is at Rutgers
**ACTION ITEM- we should reach out to APA committee chair as to how we implement guidelines in our programs**

**IV. Business Items**
A. everyone is working on parts of the application for submission  
B. 2017 NJPA Conference Survey Results – discussed member input in regard to speaker orientation, day of the week, reasons for non-attendance, timing of business meeting, award ceremony, CODI presentation, themed conferences and need to factor responses into future planning  
C. Need to find new chair elect for committee  
D. CODI will work with Approval subcommittee

**V. CoCEA upcoming meeting dates for 2018 - April 25, 2018 – 10:30 AM**

Meeting ended at 12:30 PM  
Respectfully submitted  
Phyllis Lakin, Ph.D

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**CoCEA April 25, 2018 Minutes**

10:30 am – 12:30 pm  
CoCEA Members Present - Chair: Gironda, Marc A PsyD; Past - Chair: Lakin, Phyllis R, PhD; Chair-Elect – Finger, Dennis, EdD; Conference Committee Co-Chair: Montgomery, Sharon Ryan W, PsyD; Program Committee Chair: McGuire, Leah PhD; Distance Learning Committee Chair: McClelland, Nathan PhD; CODI Representatives - Esquilin, Susan C PhD; Gallagher-Hobson, Abiola H EdD  
NJPA Staff Members: Boertzel-Smith, Keira, Executive Director; Somers, Kelly MA, Event and CE Manager  

Absent - Conference Committee Co-Chair: Wainer, Larisa R PsyD; Approval Committee Co-Chair: Lowenthal, Mark S, PsyD; Board Liaisons - NJPA MAL: Biller, Brett A PsyD; NJPA Treasurer: DaSilva, Daniel PhD

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**I. Opening (Gironda)**
A. Dr. Dennis Finger will be the 2019 CoCEA Chair, and will serve as the 2018 CoCEA Chair-Elect.  
B. NJPA received APA CE Sponsorship approval for five years - through 2023 (Live and Homestudy). Everyone was thanked for their efforts. CoCEA will inform the membership about the CE sponsorship approval and include information about the diversity requirement.

**II. Committee Updates (Gironda)**

**A. Conference Committee (Ryan Montgomery)**

2018 Spring Conference -  
May 6, 2018, Hanover Manor, East Hanover, NJ  
Dr. Arnold M. Washton- Treating Opioids, Alcohol, and Other Drug Problems: What Every Psychologist Needs to Know  
We have about 110 attendees to date.  

2018 Fall Conference -  
November 2 and November 3 – Renaissance Hotel, Iselin, NJ
Featured Speaker - Dr. Paul Watchel - Integrative Psychotherapy. Ryan Montgomery is in contact with Drs. Josh Zavin and Ken Frank as potential afternoon breakout presenters. CODI will work with Ryan Montgomery on the Friday night CE program.

2019 Spring Conference
The group discussed the topic of anxiety and the possibility of hosting a two day full days conference. Atlantic City venues were discussed. CoCEA received a member suggestion for a conference on violence. This might be a potential breakout session within an anxiety conference.

B. Program Committee (McGuire)
Offsite Program Dr. Harlene Goldschmidt - Mindfulness
April 6, 2018 Ponzio’s Diner, Cherry Hill NJPA/South Jersey Program
Offsite Program – Dr. Richard Kessler Domestic Violence
June 1, 2018 – College of St. Elizabeth
Offsite Program – September 28, 2018
Medicare Dr. Carol Goodheart and a potential second speaker. September 28, 2018 at Caldwell University

Grand Round –
October 2018 - Forensic/EUCAP Program. Ryan Montgomery is interested in presenting. Date to be determined. Location to be determined, but a Metuchen location was discussed.

Offsite Program –
December 7, 2018 – Marijuana
Hanbury will work with McGuire to share content ideas.

C. Homestudy Committee (McClelland)
Virtual - Firearms and Domestic Violence (Submitted to BeaconLive) Boertzel-Smith will reach out to BeaconLive to find out the status of their creation of the virtual link.
Virtual - Implementing Telepsychology in New Jersey (waiting for the completed Homestudy application)
Homestudy Reading - NJ Psychologists Articles (Publication Committee and CoCEA joint effort)
The group discussed a trial run with only one journal CE article for approval. The CE articles will increase as we determine their success. The CE Approval Committee will need to incorporate Homestudy approval into their schedule. McClellan, Somers, and Hanbury will meet to make a CE checklist for authors of NJ Psychologist articles for CE.

D. CE Approval Committee (Hanbury)
A new committee member training was held in April, 2018. The committee is up to 6 members, but more members are needed. The group discussed mandatory affiliate training each year. The group discussed attending Affiliate Caucus meetings to provide CE sponsorship education. We discussed NJPA producing a YouTube video on CE co-sponsorship, with an emphasis on APA guidelines. The YouTube link could be placed on the website and within communication to attendees and in the NJPA Friday Updates. It was suggested that CoCEA produce standalone emails and CE Tips of the Month for the Friday Updates.

III. Diversity in NJPA Continuing Education Programs
The group reviewed the APA application diversity questions and NJPA answers. We confirmed that these requirements are included in the new NJPA CE program application
It was suggested that both the current CoCEA members, future CoCEA members, and all potential presenters get training on the APA diversity requirements. Dr. Caroline Clauss-Ehlers, Rutgers faculty member and chair of the Task Force on Re-Envisioning the Multicultural Guidelines for the 21st Century, was suggested as a potential trainer. [http://www.apa.org/monitor/2018/01/multicultural-guidelines.aspx](http://www.apa.org/monitor/2018/01/multicultural-guidelines.aspx)

IV. Business Items (Gironda & Boertzel-Smith)
A. Affiliate Administrative Fees Discussion – The affiliates would like an opportunity to discuss the proposed administrative fees. The NJPA Executive Board voted to pause the administrative fees in anticipation of this discussion. Dr. Stephanie Coyne will be putting together a group to discuss the fees, which will include CoCEA representatives.
B. CoCEA Proposals to CORA regarding the NJ BoPE CE Regulations - The group reviewed the proposal. The group discussed the creation of a supervision course for APA approval as suggested by CORA. The group agreed to allow CORA to consider the recommendations from CoCEA and that the supervision course idea will be tabled.
C. Marc Gironda - NJ Psychologist Article – The group provided recommendations for the article content which included where we were, where we are, and where we are going with CE. The article will address the APA requirements, and specifically the diversity requirements. A call for more members to join CoCEA was discussed.

V. CoCEA upcoming meeting dates for 2018
Next meeting date is Wednesday, September 26, 2018 10:30 am – Central Office.
approval business model. Drs. Lakin, Finger, Gironda, and Boertzel-Smith and DeMeo have agreed to be on this CoCEA business model subgroup. Drs. Wainer and Ryan Montgomery will notify the former Conference Committee of the merger and invite them to join the new Live Event Committee. The first Live Event Committee meeting will be held on November 5, 2018 at 3pm.

III. CoCEA Meetings Schedule Discussion (Gironda)
CoCEA will add a November virtual meeting to the 2018 meeting calendar. CoCEA will consider hosting a January 2019 CoCEA training day. In 2019, CoCEA will reevaluate the number of CoCEA meetings needed each year.

IV. CE Report - All Programs (DeMeo)
DeMeo reviewed her distributed 2018 CE report. NJPA is hosting upcoming September, October, and December standalone programs and a November Fall Conference. Registration is open for all programs. The 2019 Spring Conference will be held either May 3-4 or May 31-June 1. It is anticipated that the 2019 Spring Conference will be the larger of the two NJPA 2019 Conferences. The 2019 Fall Conference could be one day and on a Sunday for 2019. Dr. McClelland is working on the NJPA journal articles for Homestudy credits.

V. Updates on Continuing Education Website Page Links (Boertzel-Smith/DeMeo)
The NJPA CE website page links were provided to CoCEA.

VI. Administrative Issues (Gironda)
Speakers Contacting NJPA - CoCEA will begin speaker vetting efforts to manage the speakers calling NJPA asking to present for NJPA. The speakers will be shared with the Live Event and Homestudy Committee chairs. DeMeo will create a form for speakers to complete. Central Office will be provided with an update on the decisions made regarding the speakers. The speakers will be notified of the CoCEA decisions.

NJPA 2019 CE Calendar -
The 2017-2019 CE completion deadline is June 30, 2019. The January – June 2019 programming calendar is very important. CoCEA will work on planning the 2019 calendar by topic, month, and venue.

Reminders to NJPA Members about CE tracking requirements - NJPA will be proactive in reminding members about their tracking requirements.

2019 Budget Requests - CoCEA requests a 2019 standalone and conference honorariums budget of $25,000

CODI Representatives - CoCEA will work with the CODI representatives to plans for 2019 and CoCEA diversity training - this includes finding diverse presenters and educating presenters about addressing diversity within their presentations.

CE Approval Committee – The CE Approval Committee needs 2-4 more members. We might consider adding some members to manage the Homestudy submissions.

2019 Annual Report for APA – Due in February, work must be started in December
I. Opening from CoCEA Chair (Gironda)

II. Live CE Committee Update (McGuire, Ryan Montgomery, Wainer)

2019 Calendar, Venue, Fees

(5-6) Central Office Grand Rounds (1-2 credits) $20 per credit for member
attendees/discounts for Sustaining Members and ECPs/ 50% higher for non-members

(4) Offsite Standalone (3-5 credits with at least one meal) $35 per credit for member
attendees/discounts for Sustaining Members and ECPs/ 50% higher for non-members

(1) Offsite Spring Conference on Friday, May 3 (6 credits total with two meals) $45 per
credit for member attendees/discounts for Sustaining Members and ECPs/ 50% higher for non-members – Trauma Theme with morning featured presenter and three afternoon breakout sessions. Speaker - Dr. Christine Courtois

Note - Dr. Christine Courtois is speaking in March for Rutgers on the topic of trauma and DV.

(1) Offsite Fall Conference on Friday November 1 and Saturday November 2 (7-8 credits total with Friday night appetizers, dinner, Saturday breakfast and lunch) $45 per credit for
member attendees/discounts for Sustaining Members and ECPs/ 50% higher for non-members

CoCEA discussed and approved the above 2019 schedule for programs and will further discuss at a later date ideas for non-member fees and promoting non-members to join NJPA through introduction by NJPA CE events.

Dr. Gironda will have a discussion with the Live CE Committee on how to ensure that the NJPA May Trauma program differs from the March Rutgers program. Boertzel-Smith will draft non-compete language to add to the speakers agreement and website to avoid this problem in the future. Dr. Finger will attend the first 2019 Live CE Committee meeting. 

2019 Conference and Standalone Venues

CoCEA discussed the November 26 venue scouting trip from Princeton to Edison and NJPA’s efforts for geographic diversity of CE venues.

The May 3 Spring Conference will be held at Pine Manor in Edison.

The November 1-2 Fall Conference will be held in Iselin, New Brunswick, or the Edison area – based on availability.

For 2020 Conferences NJPA will research Atlantic City venues.

The 2019 standalone programs will rotate around NJ to further NJPA’s efforts for geographic diversity.

Debriefing from 2018 Fall Conference

CoCEA reviewed the evaluation results and financial summary. CoCEA will develop a panel/moderator tips sheet.
III. Homestudy Committee Update
APA suggests the following for reading homestudy credit - When determining numbers of CE credits for homestudy programs, sponsors are strongly encouraged to utilize field-testing. As one of many possible formulae, you may find the Mergener formula helpful in making this determination. For programs that require a test of achieved learning, the specified passing criterion must be met before credit may be awarded. More information regarding determining numbers of CE credits for homestudy programs may be found on our FAQs webpage and in the Educational and Technical Assistance section for Standard F in the Standards and Criteria.

IV. CE Approval Committee Update (Hanbury, Lowenthal)
Boertzel-Smith will put out a call out for affiliate representatives (December)

III. 2019 CoCEA Meetings Schedule (Gironda and Finger)
January 16, 2019 10:30 am – 12:30 pm Central Office
*February 1, 2019 11am – 12:00pm Virtual/Zoom Affiliate Training Meeting*
March 1, 2019 9:30 am – 1:30 pm Retreat at Susan Esquilin’s House
April 3, 2019 10:30 am – 12:30 pm Central Office
June 12, 2019 10:30 am – 12:30 pm Central Office
September 18, 2019 10:30 am – 12:30 pm Central Office

V. 2018 NJPA Communications Survey Results (Boertzel-Smith)
Members are not looking for more emails each week. Continuing education updates will remain on the Friday Updates and website. Standalone emails blasts will continue.

VI. Summary of Business Planning Subgroup Meeting (Gironda, Finger, Lakin)
Tabled for the February retreat

VII. CoCEA Diversity Efforts – Diversity of Presenters and within Program Content (Esquilin, Gallagher)
Tabled for the February retreat

VI. Administrative Issues (Boertzel-Smith, DeMeo)
1. Website Real Estate for Requests to be NJPA CE Program Presenters
   Goal – proposed process for the January 16, 2019 meeting
2. February 2019 APA Mandatory Annual Report – Preparation will begin in December. Dr. Finger will assist.
3. 2019 Chair-Elect for COCEA – CoCEA is asked to brainstorm names.