



NJPA Homestudy Application Requirements for On-Demand Recorded Webinars and Publication-Based Submissions

Program Title

Name of Presenter

Presenter Phone

Presenter Email

of Requested CE Credits (1 per hour)

For Publication-Based submissions, 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. More information regarding determining numbers of CE credits for homestudy programs may be found on the APA [FAQs webpage](#) and in the [Educational and Technical Assistance section for Standard F](#) in the [Standards and Criteria](#).

Type of Activity

- Pre-Recorded Webinar
- Publication-Based (please refer to additional guidelines on pg.5 below)

Program Sophistication

- Introductory – No prior knowledge of the specific topic is required
- Intermediate – Some basic knowledge of the specific content is required
- Advanced – Substantial working knowledge/skill level in the specific content is required

Program Content (Must select the most relevant description of program content)

- Program content focuses on application of psychological assessment and/or intervention methods that have overall consistent and credible empirical support in the contemporary peer reviewed scientific literature beyond those publications and other types of communications devoted primarily to the promotion of the approach.
- Program content focuses on ethical, legal, statutory or regulatory policies, guidelines, and standards that impact psychological practice, education, or research.
- Program content focuses on topics related to psychological practice, education, or research other than application of psychological assessment and/or intervention methods that are supported by contemporary scholarship grounded in established research procedures.

Target Audience

- Psychologists
- Psychiatrists
- Social Workers
- Physicians
- Marriage and Family Therapists
- Mental Health Counselors
- Nurses
- Educators
- Graduate Students
- Undergraduate Students
- Other (Specify): _____

Evidence of Involvement of Psychologist

APA Standard B requires that there is direct input of psychologists in all phases of the decision-making and program-planning process for the activities offered to psychologists for CE credit. Name and Contact Information of Psychologist(s) involved in programming is required.

- Name;
- Email;
- Contact Number;
- Description of Psychologist Participation

Conflict of Interest

Presenters must disclose and make clearly evident to NJPA and all potential participants, prior to registration, any known commercial support for CE programs or instructors. Any other relationships that could be reasonably construed as a conflict of interest also must be disclosed. All information must be available to potential participants prior to enrollment.

Commercial Support:

Describe any commercial support for the CE program, presentation, or instructor to program participants. Any other relationship that could be reasonably construed as a conflict of interest also must be disclosed. Individual presenters must disclose and explain the presence or absence of commercial support or conflict of interest. All information shall be available to potential participants prior to enrollment through the presenter's bio.

Attachment (Uploads) – Checklist:

The following items will need to be submitted. Please have all available materials, prior to submitting an online application form:

1) Presenter CV (including licensee’s name, license number, and address and telephone of the licensee’s practice location)

2) Presenter Bio

3) Presenter Headshot (JPEG file)

4) Program Narrative:

Please include 1-2 detailed paragraph describing the content of program

5) Learning Objectives:

Please include a list of learning objectives (3 or more) for the presentation.

6) Course Content References/Citations – including diversity references, when applicable)

Three at minimum, in APA format, and recent (within the last 10 years).

Examples of an appropriate reference:

Barlow, D. H. (2008). Clinical handbook of psychological disorders: A step-by-step treatment manual (4th ed.). New York, NY: Guilford.

7) Qualifying Statements:

Please include a statement describing the accuracy and utility of the materials presented, the basis of such statement, the limitations of the content being taught, and the severe and the most common risks

Please include a statement describing how your program content and evaluation of learning (e.g., post-test) will build upon the foundation of a completed doctoral program in psychology.

Please include a statement describing how your program is relevant to psychological practice, education, and/or science

Please include a statement describing how your program enables psychologists to keep pace with the most current scientific evidence regarding assessment, prevention, intervention, and/or education, as well as important relevant legal, statutory, leadership, or regulatory issues

Please include a statement describing how your program allows psychologists to maintain, develop, and increase competencies in order to improve services to the public and enhance contributions to the profession.

Please include a statement summarizing the article/presentation’s attention to diversity issues related to the subject matter. If the instructor finds research has been completed on how the subject matter impacts diverse groups, the instructor shall include this research within the article/presentation. If the instructor finds that there is no research on how the program subject matter impacts diverse groups, the instructor shall discuss the absence of such research within the article/presentation.

8) Post-Test (with Answer Key):

Please include a series of multiple-choice questions (at minimum 8-10 per CE hour) designed to assess attendee's understanding of the presented material, along with an answer key. See guidelines here.

Diversity Requirements:

The New Jersey Psychological Association declares its intention to raise the consciousness of its members about issues of diversity including through the NJPA CE programs. These diversity issues include, but are not limited to, age and life cycle stage, gender, gender identity, race, ethnicity, culture, national origin, religion, sexual orientation, ability status, language, socioeconomic status, immigration status, and level of acculturation. In addition, our intention is to increase awareness of the importance of intersectionality of the impact of differences in power and privilege, and of how trauma and resilience are played out in relationship to these diversity issues. In preparation for the program presentation or article, APA requires that CE programs address diversity issues or discuss the absence of literature about this issue. Presenters are expected to engage in a search for literature on how diversity impacts their program.

- 1) If the instructor finds research has been completed on how the subject matter impacts diverse groups, the instructor shall include one or more references citing such research.
- 2) If there is no literature available, it is expected that the presenter will engage in a discussion about the potential issues that may be encountered related to diversity.

For clinical presentations: What client populations have you worked with? Please specify (e.g. race, gender, age, religion, sexual orientation, SES, ability status, immigrant, ethnicity, language, other)

For research presentations: What populations is your research based on? Please specify (e.g. race, gender, age, religion, sexual orientation, SES, ability status, immigrant, ethnicity, language, other)

For presentations focused on ethical or legal standards: Please address how these standards can be perceived differently and impact different populations.

Additional Guidelines:

- When permission for use of proprietary information is required, NJPA and/or the instructor are required to obtain that permission, in writing, from the appropriate body, such as a test publisher. When a case study is presented in a workshop, which may or may not include test data, results or test items, any identifying information will be disguised in a generic manner and any test related material will likewise be disguised and collected at the close of the workshop.
- All CE Programs must be accessible to individuals with disabilities, according to the requirements of the Americans with Disabilities Act.
- The principle of confidentiality of instructional materials and participant disclosure, if any, must be maintained. When applicable, NJPA shall state at the beginning of the program that confidential material may be discussed, and should review with the participants the limits of that confidentiality. See APA Ethical Principles of Psychologists

and Code of Conduct 4.07. Workshop participants should be informed if a presentation may be particularly stressful or upsetting.

- The Committee on Continuing Educational Affairs has the ability to change or cancel program at their discretion.

For Publication Based Submissions please see below:

Articles should be a maximum of 1,000 words, not including references (please note: lengthier submissions require editorial approval).

- be typed in a word processing program compatible with Microsoft Word.
- adhere to the “house format”, APA style, which is referenced below.
- have referential support from peer-reviewed and/or other reputable sources; namely, articles are expected to include 3-7 citations, on average – and at least 3 should be within the past 10 years.
- be written in compliance with APA ethical guidelines, including disclosures, when applicable.

Style and Formatting -- HOUSE STYLE FORMAT

1. Adhere to APA style giving special attention to any listed references. You can get help with this style of reference by consulting any APA Journal such as The American Psychologist, from the most recent APA style manual, or at www.apastyle.org. This website also provides a link to help with the format for citing electronic references - www.apastyle.org/electsource.html.
2. Number all pages.
3. Indent paragraphs.
4. Double space, but do not leave extra spaces between paragraphs.
5. Don't justify text; leave ragged right edge.
6. Turn off hyphenation
7. Numbers from one to 10 are spelled out. All others are written as numerals, except at the beginning of a sentence. Ex: “Though 225 psychologists attended, only three presented papers. Twenty gave talks.
8. Punctuation comes inside quotation marks. Ex: Dr. Jones said, “This is a good decision.”
9. Include the comma before the word and in a series. Ex: A fruit salad consists of oranges, grapefruit, apples, and bananas.
10. A hyphen has no space before or after; a dash is two hyphens with no space before or after; a minus sign has a space before and after.
11. Degree designations exclude periods. Ex: John Doe, PhD
12. State designations omit periods. Ex: NJ
13. Et al. has a period following al.
14. Internet, or Net, for short, is capitalized.
15. We use the form e-mail.
16. Set off internet addresses with <...> as in <www.nytimes.com>

NJPA is approved by the American Psychological Association to offer continuing education for psychologists. NJPA maintains responsibility for this program and its content.