

**MANUAL FOR THE CREATION, SUBMISSION,
AND ADVERTISING OF CONTINUING
EDUCATION COURSES FOR THE MENTAL
HEALTH PROFESSIONAL GROUP OF THE
AMERICAN SOCIETY FOR REPRODUCTIVE
MEDICINE**

December 2014

TABLE OF CONTENTS

I.	Introduction	3
II.	APA Contact Information.....	4
III.	Guidelines for Continuing Education Committee	5
IV.	Review of Tasks for the Continuing Education Committee	5
V.	Review of Tasks for the Program Administrator (APA Liaison)	6
VI.	Guidelines for CE Course Instructors (Program Organizers)	8
	A. Course Proposal	8
	B. MHPG Regional Dinners or Other MHPG Sponsored Events	9
VII.	Guidelines for Sponsors	13
	A. Criterion A: Statement of Goals	13
	B. Criterion B: Program Management.....	14
	C. Criterion C: Educational Planning and Instructional Methods	15
	D. Criterion D: Curriculum Content.....	15
	E. Criterion E: Program Evaluation.....	17
	F. Criterion F: Standards for Awarding Credit.....	18
	G. Criterion G: Promotion of Programs	18
VIII.	Advertising of Programs on the MHPG Website or Listserve.....	19
	A. Webpage Advertising.....	20
	B. MHPG Listserve Advertising.....	20
IX.	Webinars as CEs	22
X.	Appendix A.....	23

I. Introduction:

The American Psychological Association's definition of Continuing Education

Courses (CE) is as follows:

“Continuing Education (CE) in psychology is an ongoing process consisting of formal learning activities that (1) are relevant to psychological practice, education, and science (2) enable psychologists to keep pace with emerging issues and technologies, and (3) allow psychologists to maintain, develop and increase competencies in order to improve services to the public and enhance contributions to the profession (APA Standards and Criteria for Approval of Sponsors of Continuing Education for Psychologists, available at: <http://www.apa.org/ed/sponsor/about/standards/manual.pdf>.”

This Manual will serve as an instructional template for the Mental Health Professional Group (MHPG) as an APA- approved sponsor of CE credits. This manual will also define the roles of the MHPG Continuing Education Committee and the MHPG CE Program Administrator (formerly MHPG APA Liaison) for the purposes of A) reviewing and advertising proposed CE courses, B) assessing whether proposals meet the definition of CEs established by the APA, and C) to ensure that every criterion for accreditation of MHPG as a CE sponsor is sufficiently satisfied. Guidelines for program organizers/course instructors are also included regarding course development, instructor credentials and submission procedures. The intent of this manual is to make the process of creation, approval and submission of CEs as seamless as possible. This manual will include the necessary attachments for the paperwork required by the APA for accreditation of CEs (sign-in sheets, evaluation forms, etc.), as well as various examples to be used as templates to satisfy certain standards (i.e. Grievance Form to address participant complaints).

The MHPG is an approved sponsor of CE credits. Per Brandy Facey (APA Liason), the APA Sponsor Approval System does not review or approve individual educational offerings. Therefore, pre-approval of CE courses by the APA is not required for individual MHPG- sponsored events. However, when applicants such as the MHPG submit an accreditation application to be a sponsor of CE credits, the APA's Continuing Education Committee will review the programs and related information a sponsor such as the MHPG intends to offer. Based on the application, the APA Committee will decide whether the applicant can fulfill the requirements of being an APA Approved sponsor.

Note: This manual uses the title of MHPG CE Program Administrator (formerly MHPG APA Liaison) to refer to the psychologist(s) associated with MHPG who will assume the responsibilities of CE Program Administrator as defined in section V.

The MHPG CE Committee Chair will serve as the CE Program Administrator.

However, it is the responsibility of the MHPG as a whole to ensure that all the standards and guidelines outlined by this manual are met in the execution of the CE program.

II. Contact Information for APA Liaison for CE Sponsors:

Brandy Facey | Program Associate
Office of CE Sponsor Approval

Education Directorate, American Psychological Association, 750 First Street NE,
Washington, DC 20002-4242; Tel: 202.336.5991, option 1 | Fax: 202.336.6151;
email: SEducation-CESAS@apa.org | www.apa.org

Note: Brandy Facey will only respond to communications from psychologists, and/or members of MHPG directly, not assistants or interns.

III. Guidelines for Continuing Education (CE) Committee:

The MHPG Continuing Education Committee is responsible for the initial approval or rejection of educational proposals submitted by instructors. In order to comply with APA Guidelines, **at least one psychologist** needs to be on the Continuing Education Committee that oversees and reviews CE courses. The guidelines regarding the submission of proposals, and the criteria for approval, will be detailed throughout this manual.

IV. Review of Tasks of Continuing Education Committee:

- A. The committee Chair will serve as the MHPG CE Program Administrator. In the event that the CE Committee Chair is not a psychologist, a point person on the committee who is a psychologist will serve as the MHPG CE Program Administrator.
- B. Collect and review proposals submitted by instructors, six to nine months prior to course date.
- C. Assess whether the proposal is in alignment with the APA's definition of CEs (namely, that it furthers the professional development and competency of psychologists), and whether the instructor clearly delineated educational objectives, instructional methods, and any cultural considerations (see [Criterion D](#), p. 15, for more detail).
- D. Ascertain if the instructor(s) meets the requirements set forth by the APA for relevant expertise in the area that they propose to teach (see [Section VI](#)).
- E. Reach a consensus regarding approval of course offerings. Forward approved course information to the MHPG Executive Committee. Once approved by the

Executive Committee and ASRM, as necessary, the Continuing Education Committee will inform the program organizer that the course has met the criteria for MHPG to be a sponsor of CE credits.

F. Post the announcement of the educational offering to the MHPG listserv.

G. Forward the appropriate materials (ie; flyer, brochure) to the ASRM Member Services Coordinator to be posted to the Email Discussion List Files Page and the MHPG webpage.

H. Once an event has been approved by the Continuing Education Committee, the Executive Committee, and the ASRM Content Review Committee, the MHPG Continuing Education Committee will provide program organizers with templates (e.g., sign-in sheets, evaluation forms, MHPG flyers, etc.) and instructions for hosting a CE event.

V. Review of Tasks of the Program Administrator (formerly MHPG APA

Liaison):

A psychologist will assume the role of the MHPG CE Program Administrator (aka MHPG APA Liaison), in order to satisfy the APA requirement that a psychologist be involved in all facets of the CE Sponsor guidelines.

- A. The MHPG CE Program Administrator will be responsible for collecting the sign-in sheets, evaluation forms, and tabulations of evaluations from program organizers for all MHPG-sponsored events wherein CEs are offered.
- B. The MHPG CE Program Administrator will be responsible for submitting the APA accreditation application on behalf of the MHPG.
- C. The MHPG CE Program Administrator will also ensure that the APA

application form for CE Sponsors is up to date (available at:

<http://www.apa.org/ed/sponsor/apply/cesa-application.pdf>).

- D. The MHPG CE Program Administrator will be in charge of ensuring that all fees are paid on time.
- E. The MHPG CE Program Administrator will be in charge of completing the CE Annual Report (see [CE Sponsor Approval System Annual Report](#)) by the appropriate deadlines.
- F. Upon completion and submission of the CE Annual Report, the MHPG CE Program Administrator will send all collected sign-in sheets, course evaluations, and other relevant course documents to ASRM for them to be scanned and stored for the duration of the three years. Contact information for the staff member who will be responsible for this task is below:

Nancy A. Bowers, BSN, RN, MPH
Manager, Continuing Education
American Society for Reproductive Medicine
1209 Montgomery Highway
Birmingham, Alabama 35216-2809
T: [205.978.5000](tel:205.978.5000) x 128 F: [205.978.5005](tel:205.978.5005)
e-mail: nbowers@asrm.org

- G. The MHPG CE Program Administrator will be responsible for administering and collecting the sign-in sheets and evaluation forms for all CE events at the ASRM Annual Meeting. The MHPG CE Program Administrator will also tabulate the scores from the evaluation forms. While tabulating course evaluations is not strictly required of sponsors of CE credits, it will be helpful as a means of providing feedback to the Executive Committee regarding course usefulness. Sign-in sheets and course evaluations should then be sent

to Nancy Bowers to scan.

- H. The MHPG CE Program Administrator will be responsible for the security of all paperwork associated with CEs, including protection of confidentiality of individuals and organizations.
- I. The MHPG CE Administrator will be the liaison for addressing participant complaints in a reasonable, ethical, and timely manner. See [Sample Grievance Procedure](#) form.

VI. Guidelines for CE Course Instructors (Program Organizers):

It is not required that Program Organizers of CE courses be psychologists, but faculty must have expertise and be competent in the areas in which they teach. Expertise might be demonstrated by some combination of the following: relevant educational experience such as holding a doctoral degree in psychology, review of records (e.g., via review of CV) of previous teaching experiences, years of clinical experience, or publications in areas relevant to the content being taught. ASRM membership has no impact on whether one is qualified to be an instructor.

- A. **Course Proposal.** Program organizers of courses wishing to offer CEs must first submit a proposal to the Continuing Education Committee. Educational proposals should be no longer than 500 words and should be submitted six to nine months before the expected course date (see [sample course proposal form](#)). The proposal should include the following:
 1. Clearly delineated course objectives
 2. An outline of any instructional methods (e.g., lecture, small groups, etc.) to achieve these objectives. The APA stipulates that “rather than a

description of topics to be covered, learning objectives should clearly define what the participant will know or be able to do as a result of having attended the program, and these objectives must be stated in measurable terms. As a guideline, there should be three to four objectives for a four hour program; five to six objectives for a seven to eight hour program, etc.” (see [Writing Behavioral Learning Objectives and Assessments](#)). Proposals should also include cultural considerations and applicability regarding race, ethnicity, gender, gender identity, nationality, sexual orientation, religion, disability, language, and socioeconomic status (see example of [Learning Objectives and Assessments](#)).

3. Description of target audience and level of instruction (intermediate, advanced, etc.)
4. Schedule of course events (e.g., dinner starts at 6pm, presentation starts at 7pm)
5. Cost of event (including refund and cancellation policy)
6. Faculty credentials (relevant professional degree and discipline, level of expertise in field of instruction) (i.e., CV)
7. Number of CE credits offered for the course. One hour of instruction=One hour of CE
8. A clear indication of any activities within the program that are not offered for CE credit

9. Statement about 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.

B. MHPG Regional Dinners or other MHPG Sponsored Events. An MHPG-sponsored event is one in which an MHPG member is responsible for organizing and controlling the content of an event for other mental health professionals. These types of events must receive approval by the MHPG Continuing Education Committee, the MHPG Executive Committee, and ASRM Content Review Committee.

1. **Planning.** When planning an MHPG sponsored event, consider asking a speaker from outside your immediate vicinity to increase interest value and reduce professional rivalry. With respect to location, try to keep restaurant or conference center costs at a reasonable rate. If the location is a restaurant, it should have a separate room for the dinner and the ability to accommodate a screen and projector. The location should also be handicapped accessible. It is fine to have a cash bar. Be clear about how many people the room will accommodate.
2. **Payment system.** MHPG -sponsored events that require registrant payment may work with the MHPG's designated ASRM Member Services Coordinator (Kara Welch) to set up an online payment system for event registrants. The ASRM Member Services Coordinator should be provided, at least one month in advance of your event, with the information regarding the fee per recipient, as well as information regarding

catering/restaurants. You will also need to provide her with an approximate head count. Per ASRM, the head count and estimate of total fees will need to be signed by the MHPG Executive Committee Chair and returned to the ASRM Member Services Coordinator. This serves to ensure that the MHPG Executive Committee Chair is aware of and has approved the event. The ASRM Member Services Coordinator can be in direct contact with caterers or restaurants to provide payment information or to set up invoicing. ASRM will be responsible for signing any contracts with caterers or restaurants. Once the online payment system is set up for your event, you will need to let MHPG attendees know the cost of the event and provide them with information regarding where to pay online. ASRM will then use the monies it collects from registrants to pay the bill for the event. Excess monies will go into the MHPG account. If you plan to provide a small token of appreciation for your speaker, you may add extra money to registrant fees, purchase the token, and be reimbursed with your receipt from the ASRM Member Services Coordinator with approval from the MHPG Executive Committee Chair.

- 3. Who to invite.** When creating an MHPG- sponsored event, consider developing a mailing list of all local MHPG members and others who might be interested. You can also ask your local RESOLVE and AFA groups for their mental health referral lists. Mail invitations about six weeks prior to the event. The MHPG Regional Dinners and other educational courses organized by MHPG members are geared toward the continuing

education of mental health professionals. Depending on the topic, it may be appropriate to open the meetings to other professionals working in the areas of fertility and infertility (e.g., nurses, lawyers, researchers, bioethicists). Consult with MHPG members who have organized Regional Dinners/Courses in the past about their experience with course attendance. A sample invitation can be found [here](#).

- 4. Event Structure.** In addition to a sign-in sheet, course evaluation forms, and CE certificates (see examples in [Appendix A](#)), you will want to have an emcee for the evening. This should be an MHPG member who will describe the joy and wonders of membership in the MHPG and will introduce the speaker. Have the MHPG member provide information about upcoming MHPG Postgraduate courses and other MHPG and ASRM Annual Meeting events. If you have any educational grants for the evening, these should be disclosed and the proper persons thanked. You will also want to have pre-prepared name badges with blanks for walk-ins, MHPG materials and in particular, the MHPG flyer/brochure (see [brochure](#)), as well as a tablet of paper (just in case) for any lists you want to get from people who might be interested in various things, such as sign-ups for any topic that is generated from discussion. Lastly, you may structure the event as you see fit, but a suggestion for MHPG Regional dinners is:

6:00 p.m. – 7:00 p.m. cocktails (indicate if cash bar)
7:15 p.m. – 7:30 p.m. announcements and introductions
7:30 p.m. – 8:15 p.m. dinner and speaker
8:15 p.m. – 9:00 p.m. dessert and discussion

After the MHPG Continuing Education Committee has approved the

proposal (see [Criteria and Process for Determining Proposed Program's CE Eligibility](#)), the MHPG Continuing Education Committee will send the proposal to the MHPG Executive Committee for approval and, if necessary, the ASRM Content Review Committee. Following approval by all appropriate organizations/groups, the program organizer/instructor will be informed that the course meets the criteria for MHPG to sponsor APA credits and will be responsible for administering sign-in sheets, as well as course evaluations (See Sample [Sign-In Sheet](#), [Sample Evaluation](#) and [Certificate of Attendance](#)). The program organizer/instructor also will be responsible for tabulating course evaluation forms. The program organizer also is responsible for providing attendees with a Certificate of Attendance. The sign-in sheets and course evaluation forms, along with a summary of the tabulations of the course evaluation, must then be given to the designated MHPG CE Program Administrator, who is solely responsible for maintaining the integrity and confidentiality of all paperwork associated with CEs.

VII. Guidelines for CE Sponsors (i.e., MHPG):

There is a list of criteria outlined by the APA that CE Sponsors must maintain. It is available at: <http://www.apa.org/ed/sponsor/about/standards/manual.pdf>. This manual utilizes some of the criteria included in the APA sponsor manual. Those criteria are listed below.

A. Criterion A) Statement of goals:

Sponsors must have a statement of goals for their CE program that reflects

the APA definition of CE as follows:

Continuing Education (CE) in psychology is an ongoing process consisting of formal learning activities that (1) are relevant to psychological practice, education, and science (2) enable psychologists to keep pace with emerging issues and technologies, and (3) allow psychologists to maintain, develop and increase competencies in order to improve services to the public and enhance contributions to the profession.

There is no specification regarding length of the goals statement, but it should address who the presumed target audience is for CEs, and how the program meets the above definition.

B. Criterion B) Program management:

Sponsors must maintain and ensure program management. This is achieved by:

1. Including the direct input of psychologists in all phases of decision-making and the program-planning process. This can be accomplished by ensuring that there is at least one licensed psychologist on the MPHG Continuing Education Committee that oversees the initial approval of proposed CEs.
2. Have a clearly designated MPHG CE Program Administrator who is responsible for the duties outlined in [Section V](#).
3. Sponsors are responsible for the security of all paperwork associated with CEs, including protection of confidentiality of individuals and organizations.
4. Sponsors must have written procedures for addressing participant complaints in a reasonable, ethical, and timely manner. See [Sample Grievance Procedure](#) form.
5. Sponsors must select instructors and develop program materials that

respect cultural differences including age, race, gender, gender identity, ethnicity, national origin, religion, sexual orientation, disability, language, and socioeconomic status. This criterion will be achieved by the MHPG Continuing Education Committee's decision to approve or reject the program organizers'/instructors' course proposals.

6. Sponsors must make all CE programs accessible to those with disabilities, according to the requirements of the Americans with Disabilities Act.
7. Sponsors must adhere to all of the above criteria in all aspects of the CE program offered under the auspices of APA approval.

C. Criterion C) Educational Planning and Instructional Methods:

Successful continuing education in psychology requires:

1. Careful educational planning that results in a clear statement of educational objectives.
2. The selection of appropriate instructional methods to achieve those objectives.
3. The selection of instructional personnel with demonstrated expertise in the program content.

D. Criterion D) Curriculum Content:

This criterion states that the content of CEs must be in alignment with the overall purpose of CEs as outlined by the APA-namely, to further the professional development and competency of psychologists. "Content related to the professional practice of psychology, business of practice, education, administration, conducting research, or career management programs

should be carefully considered to determine whether or not the content of the programs can be deemed appropriate CE content for psychologists.”

Again, the MHPG Continuing Education Committee’s main objective is to determine if the proposal is in alignment with this overall definition of CEs.

1. Sponsors must be prepared to demonstrate that “information and programs are based on methodological, theoretical, research, or practice knowledge.” The APA states that this can be met by one of the following:

1.1 Program content has demonstrated credibility by the involvement of broader psychological practice, education, and science communities;

1.2 Program content has been supported using established research procedures and scientific scrutiny;

1.3 Program content is peer-reviewed, published support beyond those publications and other types of communications devoted primarily to the promotion of the approach;

1.4 Program content is related to ethical, legal, statutory, or regulatory policies, guidelines and standards that impact psychology. The Continuing Education Committee will assess an instructor’s proposal based, in part, on whether one of the above criteria is met. Once the Continuing Education Committee has determined that the above criteria have been satisfied, the Continuing Education Committee will forward the proposal to the Executive Committee for approval, and the ASRM, if needed.

Following approval from all appropriate organizations and committees, the Educational Committee will give the instructor approval for the course.

2. Sponsors are required to ensure that instructors, during each CE presentation, include statements that describe the accuracy and utility of the materials presented, the basis of such statements, the limitations of the content being taught, and the severe and most common risks. Again, collecting and storing all paperwork associated with CEs is the sole responsibility of the Program Administrator.
3. Sponsors must offer program content that builds upon the foundation of a completed doctoral program in psychology.
4. Sponsors must be prepared to demonstrate that content is relevant to psychological practice, education, or science.
5. Sponsors must clearly describe any commercial support for the CE program, presentation, or instructor to program participants at the time the CE program begins. Any other relationship that could be reasonably construed as a conflict of interest also must be disclosed.

E. Criterion E) Program Evaluation:

The purpose of course evaluations is for the improvement of future programs.

1. Instructors may submit, but Sponsors must obtain, CE participants' course evaluations to determine how well course objectives were achieved (See Attachment for [Sample Course Evaluation](#)).
2. Sponsors must assess the overall satisfaction of participants based on evaluations.
3. Sponsors must ensure that there is a method in place to assess what participants have learned from the program.

4. Sponsors must use the above information to improve and plan future programs.

The APA stipulates that the evaluations must be appropriate to the type of CE, so for those not taught in person, or in real-time (i.e. online courses, audio-tape, etc.) a different evaluation should be given than for those taught in person. The Program Administrator will maintain and protect the confidentiality of all evaluations. In the case of audit by APA, course evaluations and sign-in sheets should be kept by ASRM for three years after course completion.

F. Criterion F) Standards For Awarding Credit:

1. Sponsors must award credit of one CE credit for psychologists based on one hour of instructional time.
2. Sponsors must provide documentation to each participant that includes APA approval statement, name and date of activity, number of CE credits earned, and signature or other verification from the sponsoring organization (see attachment for sample [Documentation of Attendance](#)).
3. Sponsors must be able to verify the awarding of CE credit, and be able to provide this verification for up to three years after the completion of the course.

G. Criterion G) Promotion of Programs:

CE Promotional materials must contain accurate and complete information for potential program participants (see example [sample course invitation](#)).

1. Sponsors must indicate how participants can obtain the following information prior to enrollment:

- a. Educational objectives
 - b. Description of target audience and level of instruction (intermediate, advanced, etc.)
 - c. Schedule
 - d. Cost (including refund and cancellation policy)
 - e. Instructor credentials (relevant professional degree and discipline, level of expertise in field of instruction)
 - f. Number of CE credits offered for the course
2. A clear indication of any activities offered within the program that are not offered for CE credit
- a. Sponsors must make clearly evident to 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.
 - b. Sponsors must assure that when referring to APA approval, the correct statement is used in all promotional materials such as ads, brochures, and announcements. When referring to APA approval, the following statement must be used:

This course will offer ____ CEs. The Mental Health Professional Group (MHPG) of the American Society for Reproductive Medicine is approved by the American Psychological Association to sponsor continuing education for psychologists. MHPG maintains responsibility for this program and its content.

Note: Instructors shall be informed of the parameters around advertising, and the official language that needs to be used when the Continuing Education Committee officially approves their course.

VIII. Advertising of Programs on the MHPG Webpage or Listserve

A. Webpage Advertising

1. Events that are not sponsored by a commercial entity can be posted to the MHPG webpage. An event is considered “Sponsored” when an entity (e.g., sperm bank, pharmaceutical organization, MHPG) organizes and controls content of the event. An event is considered “Supported by” when an entity (e.g., sperm bank, pharmaceutical organization, MHPG) supplies monetary/financial support only. Supported events (if deemed appropriate by the MHPG Continuing Education Committee and MHPG Executive Committee) may be posted to the MHPG webpage, with the permission of the ASRM Scientific Director. Honoraria can be paid as long as they are not paid by industry/commercial entities.
2. MHPG- sponsored events must be approved by the ASRM Content Review Committee and should be sent to the ASRM Member Services Coordinator to begin the approval process. MHPG- sponsored events must be approved by the ASRM Content Review Committee prior to advertising said events as offering CE credits on the MHPG webpage. A “Save the Date” announcement may be posted to the webpage without mention of CE credits until the approval process is complete.

B. MHPG Listserve Advertising

Individual mental health professionals or practice groups can submit announcements of educational events for review by the MHPG Continuing Education Committee. Events posted on the listserv may be for-profit in nature. However, events cannot be emailed to the listserv by anyone involved in the event, whether not-for-profit or for-profit. Rather, after they have been approved as appropriate content for the MHPG listserv members by the e-Communications Committee and Executive Committee, they must be emailed by the Chair of the e-Communications Committee. Announcements for the purpose of commercial/promotional advertising (e.g., promotion of specific clinical or consulting services; the promotion of social networking pages (e.g., Twitter, Facebook, LinkedIn, etc.); sales of publications; and/or promotion of agencies, companies, or products from which the member derives income or other financial compensation) are not allowed on the listserv (see [MHPG listserv policy](#)). Notices should be sent to the MHPG e-Communications Committee. After they have been approved as appropriate content for MHPG listserv members by the MHPG e-Communications Committee and MHPG Executive Committee, they will be posted to the listserv by the designated MHPG Committee member. Events posted to the listserv, do not need to offer CEs. However, if events posted to the listserv are awaiting approval from the ASRM Content Review Committee for MHPG sponsorship of CEs, a “Save the Date” may be sent to the listserv while awaiting approval.

IX. Webinars as CEs

Webinars, if conducted in real time (meaning a live program where participants can interact with the instructor, and ask questions in real time) are NOT to be classified as Homestudy courses. Homestudy courses are only those which are not conducted in real time (such as those previously recorded and completed at the leisure of the participant).

Webinars NOT conducted in real time, these would be considered Homestudy courses; and because MHPG is approved by the APA to be a sponsor of CE programs, these can officially be accounted for on the [CE Sponsor Approval System Annual Report](#).

Provisionally, it seems as though webinars conducted in real time are accepted by the APA as long as they adhere to all of the above Standards outlined by this manual. However, this needs to be confirmed officially before MHPG begins offering webinars as an accepted form of CE programs. Contact information for the APA liaison can be found on p.4. Individuals interested in hosting webinars should complete a Group Webinar Proposal Form (this form is not yet available for use). This form should be submitted to the MHPG Continuing Education Committee. The MHPG Continuing Education Committee will then forward it to the MHPG Executive Committee members deem it appropriate for MHPG sponsorship of CE credits.

APPENDIX A

Sample MHPG Regional Dinner Invitation

The Mental Health Professional Group of the American Society for Reproductive Medicine invites you to a REGIONAL EDUCATIONAL DINNER MEETING

Date: Saturday, May 31, 2014

Time: 5:30-7:30pm (Cocktails from 5:30-6:15, Presentation and dinner start at: 6:15pm)

Location: ConceiveAbilities has graciously offered to provide conference space for our educational event. We greatly appreciate their assistance in making this event possible! The educational dinner will be located in the conference suite on the 24th floor at 2 North Riverside Plaza, Chicago, IL 60606.

Cost: \$40 per person. Dinner will be catered by Reza's (www.rezasrestaurant.com)

Title: The Psychological Sequelae and Medical Evaluation of Recurrent Pregnancy Loss

Learning Objectives:

- Have an accurate definition of Recurrent Pregnancy Loss (RPL)
- Have basic understanding of the causes, evaluation, and treatment of RPL
- Recognize the prevalence of pregnancy loss and those who are potentially affected by such loss
- Identify common psychological responses that may follow RPL
- Identify the unique aspects of grief due to RPL versus grief due to other losses
- Recognize how each patient's individual background and circumstances may contribute to her/their own experience of loss
- Acquire strategies for supporting a patient and her support network after RPL

Speakers:

Ariadna Cymet Lanski, Psy.D. Dr. Ariadna Cymet Lanski is a clinical psychologist who offers psychological services to meet the unique needs of individuals and couples coping with fertility challenges. She leads the Fertility Center of Illinois' (FCI's) Women's Support Group, provides consultation during various stages of fertility treatment, and conducts egg donor assessments. Dr. Cymet Lanski's clinical practice specializes in reproductive health issues from preconception, pregnancy, and postpartum adjustment to parenthood. Dr. Cymet Lanski is a graduate of the Universidad De Las Mareicas (B.A. in Psychology) and Illinois School of Professional Psychology (M.A., Psy.D. in clinical psychology). She completed her doctoral internship at Illinois Masonic Behavioral Health, received post-internship training at Swedish Covenant Hospital, and postdoctoral training at Chicago's Institute for Psychoanalysis.

Mary Stephenson, M.D. Dr. Mary Stephenson is an internationally renowned expert in recurrent pregnancy loss. Her extensive training in reproductive immunology and genetics has facilitated her ability to link her clinical work with the laboratory. Over

the past two decades, Dr. Stephenson has assessed therapeutic interventions for recurrent pregnancy loss and infertility, and she emphasizes the importance of finding out why miscarriage occurs. Dr. Stephenson also has authored many peer-reviewed research publications, as well as textbooks and other publications. She is the founding Chair of the Early Pregnancy Special Interest Group of ASRM and is an Associate Editor of *Human Reproduction* and on the Editorial Board of *Fertility and Sterility*. In recognition of her exceptional work, Dr. Stephenson has held leadership positions in state, national, and international associations. Recent positions include Chair of Postgraduate Programs for the American Society for Reproductive Medicine (ASRM), North American representative to the European Society for Human Reproduction and Embryology (ESHRE), and President of the Chicago Association of Reproductive Endocrinologists (CARE). Since 2005, she has been recognized as one of the Best Doctors in America®. In 2011, Dr. Stephenson completed the prestigious Hedwig van Ameringen Executive Leadership in Academic Medicine (ELAM) Program. In 2012, Dr. Stephenson assumed the position of Department Head of Obstetrics and Gynecology at the University of Illinois at Chicago and was awarded the Theresa S. Falcon-Cullinan professorship.

Registration: Space is limited. To register, log into ASRM's website and access the Calendar of Activities at <https://www.asrm.org/euclid/detail.aspx?id=1857>. Follow the link to events in May to register. If you do not wish to register online or are not a member of ASRM, please send \$40 payable to Angela Lawson, along with your EMAIL ADDRESS (so you may receive confirmation of registration) to: Angela K. Lawson, Ph.D., Northwestern University Medical School, Department of Obstetrics & Gynecology, 676 N. St. Clair St., Suite 1845, Chicago, IL 60611 **No refunds will be given after May 23rd.

*Come, network and learn about Mental Health Professional Group activities.

Receive a *NETWORKING BROCHURE*, which will provide contact information and details of attendees' practices (send total of 150 words to alawson@nmff.org, deadline: May 23rd).

*The Mental Health Professional Group (MHPG) of ASRM is approved by the American Psychological Association to sponsor continuing education for psychologists. This presentation is approved for 1.0 APA CE credit for psychologists. In order to receive credits, you might sign in before and after the presentation.

*For further information contact: Angela K. Lawson, Ph.D., 312-926-3591, alawson@nmff.org (MHPG Midwest Regional Educational Dinner Meeting Chair)

The Mental Health Professional Group

A Professional Group of the American Society for Reproductive Medicine

Join a community of mental health professionals who share an expertise in reproductive medicine.

- * Increase your knowledge and gain professional competence
- * Connect with other practitioners across the country through the MHPG listserv
- * Receive referrals through a listing of professionals on the ASRM website
- * Keep up to date with current research and practices in this ever-changing field
- * Receive subscriptions to ASRM publications, including *Fertility and Sterility*
- * Obtain CEUs through postgraduate courses and regional meetings
- * Access practice guidelines
- * Attend ASRM Annual Meetings at reduced rates
- * Confer with experienced clinicians
- * Actively participate in MHPG committees and task forces
- * Receive MHPG newsletters



MHPG

American Society for Reproductive Medicine (ASRM)
1209 Montgomery Highway, Birmingham, AL 35216
Phone: (205) 978-5000

www.asrm.org/MHPG/

Sample Grievance Procedure

GRIEVANCE PROCEDURE

[name of organization] is fully committed to conducting all activities in strict conformance with the American Psychological Association's Ethical Principles of Psychologists. [name of organization] will comply with all legal and ethical responsibilities to be non-discriminatory in promotional activities, program content and in the treatment of program participants. The monitoring and assessment of compliance with these standards will be the responsibility of the Education Chair in consultation with the members of the continuing education committee, the [name of organization] Ethics Chairperson and the Convention Chairperson.

While [name of organization] goes to great lengths to assure fair treatment for all participants and attempts to anticipate problems, there will be occasional issues which come to the attention of the convention staff which require intervention and/or action on the part of the convention staff or an officer of [name of organization]. This procedural description serves as a guideline for handling such grievances.

When a participant, either orally or in written format, files a grievance and 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 Chair 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 convention chair will mediate and will be the final arbitrator. If the participant requests action, the convention chair will:
 - a. attempt to move the participant to another workshop or
 - b. provide a credit for a subsequent year's workshop or
 - c. provide a partial or full refund of the workshop fee.

Actions 2b and 2c will require a written note, documenting the grievance, for record keeping purposes. The note need not be signed by the grieved individual.

3. If the grievance concerns [name of organization] CE program, in a specific regard, the CE Chair will attempt to arbitrate.

Please contact [name, address, e-mail, phone number] to submit a complaint, or if you have additional questions.

Writing Behavioral Learning Objectives and Assessments

- Learning objectives, or learning outcomes, are statements that clearly describe what the learner will know or be able to do as a result of having attended an educational program or activity.
- Learning objectives must be *observable and measurable*.
- Learning objectives should (1) focus on the learner, and (2) contain action verbs that describe measurable behaviors
- Verbs to consider when writing learning objectives:
 - ✓ list, describe, recite, write
 - ✓ compute, discuss, explain, predict
 - ✓ apply, demonstrate, prepare, use
 - ✓ analyze, design, select, utilize
 - ✓ compile, create, plan, revise
 - ✓ assess, compare, rate, critique
- Verbs to avoid when writing learning objectives
 - know, understand
 - learn, appreciate
 - become aware of, become familiar with
- Example of well-written learning objectives:

This workshop is designed to help you:

 1. Summarize basic hypnosis theory and technique;
 2. Observe demonstrations of hypnotic technique and phenomena;
 3. Recognize differences between acute and chronic pain;
 4. Utilize hypnosis in controlling acute pain;
 5. Apply post-hypnotic suggestions to chronic pain; and
 6. Practice hypnotic technique in dyads.
- Objective learning assessments should be written in a manner that determines whether participants learned what you planned to teach them. The evaluation (or learning assessment) should be based on the stated learning objectives of the program.

- Example of well-written learning assessment:

Based on the content of the workshop, I am able to:	<u>Strongly Agree</u> <u>Strongly Disagree</u>				
1. Describe at least two theoretical approaches to hypnosis;	5	4	3	2	1
2. Employ at least two hypnotic induction techniques;	5	4	3	2	1
3. Explain how psychological approaches differ when applied to acute vs. chronic pain;	5	4	3	2	1
4. Demonstrate a technique for applying hypnosis to acute pain;	5	4	3	2	1
5. Provide a post-hypnotic suggestion for controlling chronic pain; and	5	4	3	2	1
6. State that I had the opportunity to practice the technique during the workshop.	5	4	3	2	1

{Insert Course Name}

{Date} SIGN IN

Name (Print)	Signature In	Signature Out	Degree
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			

Documentation of Attendance

Address of event

Date of event

To whom it may concern:

This is to certify that _____

has attended, in its entirety, the following continuing education activities sponsored by the Mental Health Professional Group of the American Society for Reproductive Medicine.

Title and Date of event _____

Total Credits earned: _____ CEs

Sincerely,

Mental Health Professional Group (MHPG)

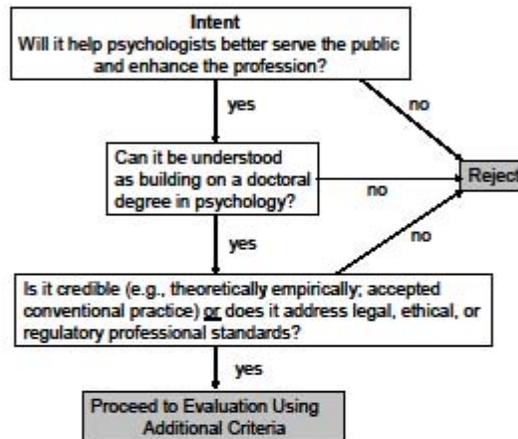
The Mental Health Professional Group of the American Society for Reproductive Medicine is approved by the American Psychological Association to sponsor continuing education for psychologists in cooperation with the American Society for Reproductive Medicine. The Mental Health Professional Group of the American Society for Reproductive Medicine maintains responsibility for this program and its content.

Criteria and Processes for Determining Proposed Programs' CE-Eligibility

Acceptable programs must adhere to the definition of continuing education in that they improve service to the public and enhance contributions to the profession. Programs that address the personal or professional well-being of the psychologist must also demonstrate how they meet the above definition.

Determination of eligibility is not made on the basis of topic alone. The responsibility is on the applicant to adequately establish the bridge between program content and the elements of the criteria. The more distant a topic appears from core disciplinary knowledge, the greater the responsibility of the sponsor to demonstrate the connection to improvement of services to the public and contributions to the profession.

The CE Committee will use the *Standards and Criteria for Approval of Sponsors of Continuing Education* to evaluate proposals. In so doing, they will employ the following evaluative steps:



ILLUSTRATIVE EXAMPLE: *BUILDING YOUR PRACTICE*

Insufficient learning objectives

- Compare advantages and disadvantages of buying versus renting office space
- Learn to read a financial report
- Maximize income from managed care
- Develop successful strategies for locating subletters for office space
- Maximize case load through successful marketing
- Design promotions to attract the self-pay clientele

Acceptable learning objectives

- Identify the professional, legal and ethical issues related to buying versus renting office space
- List three regulatory issues concerning electronic medical records and billing systems
- Negotiate contracts for managed care services which maximize patient care
- Analyze and minimize confidentiality concerns involving shared office space
- Create ethically sound marketing tools and techniques
- Provide effective client advocacy to third party payors

Note: Insufficient learning objectives successfully articulate the advantages that might accrue to the practitioner, but do not extend these to underscore their value to the clients or the broader society that may follow from the knowledge gains associated with this program. Acceptable learning objectives, by comparison, clearly identify the broader contributions that might support the welfare of the consumer and the society by addressing ethical and regulatory implications associated with successful business practice.

Symposium Evaluation

CE Program Title and Date

	Strongly Disagree			Strongly Agree		
1. The program objectives were met.						
A. Objective #1 (Write out specific objective)	1	2	3	4	5	
B. Objective #2 (Write out specific objective)	1	2	3	4	5	
C. Objective #3 etc. (Write out specific objective)	1	2	3	4	5	
2. Accuracy and utility of content were discussed.	1	2	3	4	5	
3. Content was appropriate for postdoctoral-level training.	1	2	3	4	5	
4. Instruction was at a level appropriate to postdoctoral level training.	1	2	3	4	5	
5. Teaching methods were effective.	1	2	3	4	5	
6. Visual aids, handouts, and oral presentations clarified content.	1	2	3	4	5	

Instructor 1:						
Name: _____						
	Strongly Disagree			Strongly Agree		
7. Knew the subject matter	1	2	3	4	5	
8. Taught the subject completely	1	2	3	4	5	
9. Elaborated upon the stated objectives	1	2	3	4	5	
10. Presented content in an organized manner	1	2	3	4	5	
11. Maintained my interest	1	2	3	4	5	
12. Answered questions effectively	1	2	3	4	5	
13. Was responsive to questions, comments, and opinions	1	2	3	4	5	

Instructor 2:						
Name: _____						
	Strongly Disagree			Strongly Agree		
8. Knew the subject matter	1	2	3	4	5	
9. Taught the subject completely	1	2	3	4	5	
10. Elaborated upon the stated objectives	1	2	3	4	5	
11. Presented content in an organized manner	1	2	3	4	5	
12. Maintained my interest	1	2	3	4	5	
13. Answered questions effectively	1	2	3	4	5	
14. Was responsive to questions, comments, and opinions	1	2	3	4	5	

Professional & Ethical Issues

15. Presenter (or program chair, etc.) made clearly evident, prior to registration, the following:		
a. Requirements for successful completion of activity	Yes	No
b. Commercial support for CE program, sponsor, or instructor (or any other relationship that could reasonably be construed as a conflict of interest)	Yes	No
c. Commercial support for content of instruction (e.g., research grants funding research findings etc.) that could be construed as a conflict of interest	Yes	No
d. Commercial support or benefit for endorsement of products (e.g., books, training, drugs, etc.)	Yes	No
e. Accuracy and utility of the materials presented, the basis of such statements, the limitations of the content being taught and the severe and most common risks?	Yes	No

	Strongly Disagree			Strongly Agree		
16. Facility was adequate for my needs	1	2	3	4	5	
17. Special needs were met	1	2	3	4	5	
18. Facility was comfortable and accessible	1	2	3	4	5	
19. Food and beverage were adequate (if applicable)	1	2	3	4	5	
20. Program brochure was informative and accurate	1	2	3	4	5	

	Strongly Disagree			Strongly Agree		
21. Information could be applied to my practice (if applicable)	1	2	3	4	5	
22. Information could contribute to achieving personal or professional goals	1	2	3	4	5	
23. Cultural, racial, ethnic, socioeconomic, and gender differences were considered	1	2	3	4	5	
24. How much did you learn in this course?	Very Little	Little	Some	A Good Bit	A Great Deal	
25. Did this program enhance your professional expertise?	Yes	No				
26. Would you recommend this program to others?	Yes	No				

Participant Information					
27. Please note your profession and status (Check all that apply)	<input type="checkbox"/> Psychologist	<input type="checkbox"/> Medical Professional	<input type="checkbox"/> Masters Level Licensed Therapist	<input type="checkbox"/> Social Worker	<input type="checkbox"/> Student
	<input type="checkbox"/> Administrator	<input type="checkbox"/> University Faculty	<input type="checkbox"/> Other:	<input type="checkbox"/> list profession	
28. Please note years in your profession	<input type="checkbox"/> Student	<input type="checkbox"/> 1-5	<input type="checkbox"/> 6-10	<input type="checkbox"/> 11-20	<input type="checkbox"/> 20+

Narrative

29. What was your overall impression of the activity? What went well? What could be improved?

30. What did you learn that was new or different? How and/or will this information change how you practice?

31. What topics or presenters would you like to see at future CE presentations?

32. Other comments

CE Sponsor Approval System Annual Report Instructions

The purpose of the CE Sponsor Approval System Annual Report is to provide information about the activities offered over the past year, those intended for the upcoming year and their corresponding promotional materials.

Please Read the Following Instructions:

All Annual Reports must include:

1. List of Intended Programs – Please list all of the activities or topic areas you intend to offer to psychologists over the next year.
2. The Promotional Materials for Each Program Listed on the Activity Summary Form (including co-sponsored activities). If your program does not use promotional brochures, please submit any internal program announcements or emails.
3. The Activity Summary Form – Please use the following information in completing your activity summary form. Please note this information should be completed for all participants not just for those that obtained CE credit.

- Activity Format Codes and Descriptions:

- W – Workshop** – Any program that lasts less than one week

- LS- Lecture Series** – A program that is more than one week but less than six months in duration

- IS - In-Depth Series** – Any program that lasts longer than six months

- C – Conference** – A conference where participants are required to attend all components. **If one or more of the activities listed is part of a multi-session program for which credit is earned on a session by- session basis, you should list the program as a session**

- S – Session** – Individual programs within a conference that do not require full conference attendance

- H - Homestudy** – Any program that is not done in real time

- Co- Sponsor Field (if applicable) – Co-sponsorship should be understood as the mutual planning of an activity by two or more organizations. It is the responsibility of the approved sponsor to ensure that all the standards of the APA Sponsor Approval System are met.

- Date Range of Programs –

- For Spring Cycle Sponsors: (Due February 28th) - please list each of the activities your organization has offered (including co-sponsored activities) for credit to psychologists from February of last year through January of the current year.

- For Fall Cycle Sponsors: (Due August 28th) - please list each of the activities your organization has offered (including co-sponsored activities) for credit to psychologists from August of last year through July of the current year.

Scheduled Program Offerings Form

Name of Organization: Mental Health Professional Group of the American Society for Reproductive Medicine

Please complete the list with the programs you intend to offer:

Title of Activity/Topic Area	Comments
Workshop/Introduction to the use and interpretation of the PAI	Took place on March 1, 2013
Workshop/What keeps us up at night; contemporary ethical dilemmas in reproductive medicine	Took place on March 2, 2013
Workshop/Challenges and Controversies in Providing Fertility Preservation to Cancer Patients	Took place on October 15, 2013
Workshop/The Integration of Mental Health Professionals in the REI Practice	Took place on October 15, 2013
Workshop/New Families on Trial	Took place on October 15, 2013

The information provided will be used by the CE Sponsor Approval System for research and statistical purposes.

CESAS # _____

Continuing Education Activity Summary Form

Activity Summary: Double Click on the Form Below and Fill In All Fields

Name of Organization:

Activity Format Codes: W - Workshop C - Conference H - Homestudy CO - Co-sponsored
S - Session LS- Lecture Series IS - In-Depth Series

Title of Activity	# CE Credits	Date (s)	Number of Participants		Activity Format	Co-Sponsored	Organization Name
			Psychologists	Non-Psychologists			
Introduction to and the use of PAI	7	3/1/2013	11	20	W		MHPG of ASRM
What Keeps us up at night; contemporary	7	3/2/2013	15	41	W		MHPG of ASRM
What's Good for the Goose Should Also	1.5	10/15/2013	14	15	W		MHPG of ASRM
Developments in Egg Freezing: Medical,	1.5	10/16/2013	17	12	W		MHPG of ASRM
Challenges and Controversies in Providin	1.5	10/14/2013	26	17	W		MHPG of ASRM
The Integration of Mental Health Professi	1.5	10/15/2013	6	3	W		MHPG of ASRM
New Families on Trial	6.5	10/15/2013	30	28	W		MHPG of ASRM
Total Number of Activities:							
		7					

The information provided will be used by the CE Sponsor Approval System for research and statistical purposes.

MHPG Course Proposal Form

Contact Name & Email:			
Topic:			
Brief Description: (including learning objectives, instructional methods, beginner vs. advanced course)			
Statement of Cultural Consideration:	"This workshop will include cultural considerations relevant to(your course statement here).....including race, ethnicity, gender, gender identity, nationality, sexual orientation, religion, disability, language, and/or socioeconomic status"		
Number of CEUs:			
Location:			
Cost & Refund Policy:			
Additional Information (e.g., registration process, website, etc.):			
Proposed Date(s):		Proposed Time:	
Learning Objectives:			
1.			
2.			
3.			
4.			
5.			
6.			
List the names, professional affiliations, and biomedical financial relationships of all presenters and planners below:			
Name:	Professional Affiliations:	Biomedical Financial Relationships:	
1.			
2.			
3.			
4.			
5.			
<i>Note: All presenters and planners must have a current Conflict of Interest Disclosure Form on file with ASRM.</i>			
If applicable, please list any industry support for the proposed:			
Industry Partner	Amount of Support		
Does the group certify that the proposed is for educational purposes and is not intended to be used for commercial, promotional or for-profit entities or activities?			<input type="checkbox"/> Yes <input type="checkbox"/> No