CE Sponsor Approval (CESA)

Glossary of Terms

Annual Fees: Required yearly fee to maintain sponsor approval status; due with the submission of annual reports, and immediately following the approval or renewal of a CE application.

Annual Report: A list of all activities offered by the sponsor to psychologists for credit in the previous year, promotional materials for each corresponding program, and a list of programs planned for the upcoming year. Sponsors who have not offered any programs are still required to submit an Annual Report.

Annual Report Inquiry (ARI): A request for additional information or clarification from the sponsor in response to the annual report submission. The inquiry requires a direct response to the inquiry received from the CESA Office by email, unless otherwise stated.

Annual Report Activity Format Codes and Descriptions: To be used in completing your annual report. The following choices are available in the form's drop-down menu.

Workshop – Interactive seminar that typically includes exercises/assessments which exemplify the presented material.
Lecture/seminar – Presentation given by 1 or more instructors on a designated topic/issue
Lecture Series – A program that is more than one week but less than six months in duration.
In-Depth Series – Any program that lasts longer than six months.
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.
Session – Individual programs within a conference that do not require full conference attendance.
Homestudy – Any program that does not allow for live interaction with presenters, including:

- Pre-recorded lecture/seminar – Pre-recorded presentation given by 1 or more instructors on a designated topic/issue
- Publication/book – Articles, books, or other commercially published, written material that may/not be peer-reviewed
- Digital media (video, audio, powerpoint, CD-Rom) – Any digitally delivered media that can be delivered via pre-recorded means. The media may be interactive or non-interactive in nature program.

Hybrid – Programs that include both live (where there is opportunity for live interaction with a presenter) and homestudy (where there is no opportunity for interaction with a presenter) components. This type of programming typically reflects multi-session and/or multi-day programs

Application Fee: Mandatory non-refundable fee to process applications that must be submitted with application by due date.

Certificate of Approval: A document issued annually by the Office of CE Sponsor Approval (CESA) that confirms a sponsor's current and active status as an APA-approved sponsor. Certificates remain valid for one year because continued sponsorship remains contingent upon the submission of the annual report

and fees. Once satisfied, the certificate will become available within the Online Application System (OAS) on the 'Certificate' tab.

CESA Icon: A graphic (similar to a logo) that represents the status and affiliation of an organization as an approved sponsor. The icon is a way to distinguish and promote sponsors who have approved CE sponsor status, so that it can be clearly noted in promotional materials and on websites that an organization has been recognized by the APA for delivering high-quality education. Please visit the CESA icon webpage to obtain the icon and additional information about its appropriate use.

CESA OAS: The acronym for the CE Sponsor Approval (CESA) Online Application System (OAS), a cloud-based system by which current sponsors and new applicants submit applications, responses to review reports, annual reports, and payment. Please visit the CESA OAS webpage for updates.

Continuing Education Committee (CEC): A professionally and culturally diverse group of psychologists responsible for reviewing applications, developing policy and program recommendations for the association's continuing education departments, and working collaboratively with the Office of CE Sponsor Approval (CESA) and the Office of Continuing Education in Psychology (CEP).

Co-Sponsorship: The mutual planning of an activity by two or more organizations, which is not to be construed as lending or transferring approval status. This activity does not permit the sponsor who is approved by APA to act as an approval body by reviewing a program or organization and then stating that it is, in turn, approved by APA. Regardless of the level of involvement of the sponsor, it is ultimately the responsibility of the approved sponsor to ensure that all of the *Standards and Criteria for Approval of Sponsors of Continuing Education for Psychologists* of the APA's Office of CE Sponsor Approval (CESA) are met.

Decision Outcomes: Please see the *Policies and Procedures Manual* for CE Sponsor Approval.

Homestudy: Any program in which there is no ability for the participant to have live interaction with the presenter. Typically, homestudy content is accessed remotely and/or at the leisure of the participant, and is often referred to as asynchronous.

Hybrid: Programs that include both live (where there is opportunity for live interaction with a presenter) and homestudy (where there is no opportunity for interaction with a presenter) components. This type of programming typically reflects multi-session and/or multi-day programs.

Policies and Procedures: A manual that includes an overview about the Continuing Education Committee and its role, processes related to application review, types of committee actions, and key information related to approval.

Probation: An internal status and established time period for sponsors whom have missed the deadlines for the submission of fees, review report responses, and annual reports.

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Promotional Materials: Items such as brochures, pamphlets, and emails used to promote CE programs. Use of the term 'promotional materials' also includes web pages that are used to promote or provide additional information about programs. Promotional materials are required to be submitted within the application and annual report.

Recognition Fee: A one-time fee required after the approval of a new application. Please see the CE Sponsor Approval Fee webpage for a complete list of fees.

Request for Reconsideration: A written request that must include the basis for requesting reconsideration, in response to the CEC's decision to deny an application or other adverse decision. This must be submitted to the Office of CE Sponsor Approval (CESA) within 30 days following the date of receipt of the notification letter describing the basis for the adverse decision. Please see the *Policies and Procedures Manual* for CE Sponsor Approval for more information.

Review Report (RR): A detailed report describing the comments and concerns identified by the Continuing Education Committee (CEC) during the application review process, which requires a response to the Office of CE Sponsor Approval (CESA). This response must address all concerns noted on the review report and include evidence of required changes (e.g., updated form(s); sample promotional material; narrative/full explanation) within 30 days following the date of receipt of the decision letter. Failure to provide satisfactory responses to review reports in a timely manner may result in probation and, ultimately, in termination of approval.

Review Report Inquiry (RRI): A request for additional information/clarification of sponsor's response to a review report following an application review; issued when a sponsor's initial response to the RR does not sufficiently address the comments of the CEC. RRI's will include a date in which your response is due.

Standards and Criteria: The set of standards, principles and criteria governing approved sponsors of continuing education (CE) for psychologists under the auspice of the American Psychological Association (APA). Each standard includes a general principle followed by the related criterion/criteria, and is applicable to all programs offered under sponsorship.

Statement of Approval: The only statement sponsors may use when referring to APA approval. When used, the statement must not be modified; it must appear only as follows:

> "(Organization name) **is approved by the American Psychological Association to sponsor continuing education for psychologists.** (Organization name) **maintains responsibility for this program and its content."**

Termination: Revocation of approval status as an APA-approved sponsor, including the immediate nullification of all benefits and privileges awarded to approved sponsors. Terminated sponsors are required to immediately cease all programs for which CE credit is being offered under APA CE

sponsorship, and reinstatement as an APA approved CE sponsor can only be granted through re-application as a new applicant.