

CE Application Issues: How to Minimize Problems and Speed up Turnaround Times

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The purpose of this review process is to ensure that events intended to provide CE credits satisfy licensure requirements in the state of Washington (and other states) by meeting the standards set by APA. As with any process that requires filling out forms that then undergo review (think IRB here....), there is a learning curve and inevitably some frustration experienced on both ends of the process. Listed below are some of the most frequently encountered issues/omissions with applications and suggestions on how to avoid them.

1. Publicity materials for external applications (External refers to non-WSPA sponsored events) missing required information: Name of event, date, time, place, # of CE units, registration price(s), presenter's name and brief bio (focusing on why presenter is qualified to instruct on the course matter), course description, learning objectives and WSPA CE disclaimer.
2. Evaluations incorrectly structured: Evaluations need to utilize a Likert Scale (at least 5 points ranging from strongly agree to strongly disagree), and have questions that directly address how effectively each learning objective was met & addressed during the presentation.
3. A current CV needs to be submitted for each presenter designated in the application. If a CV is not available, then a resume *may* be found acceptable by the CE Committee.
4. Learning objectives need to be clearly stated in the application. One per CE credit/hour of instruction is the guideline to go by.
5. Course schedule/syllabus needs to be present in application or as an attachment.
6. Attachments need to be clearly labeled and concise. Too many attachments can be (are) confusing and make more work for CE reviewers. Some attachments are clearly necessary to meet to requirements for a complete application, however some applicants tend to over-do it.
7. Make sure every question in the application has been answered. If it does not pertain, an "N/A" should be next to the question. Many people do not mark questions and it is impossible for CE reviewers to know why (intentional – does not apply, or unintentional - mistake).
8. Applicants (Internal & External) need to give more time for their application to be reviewed & processed. Application instructions state 60 days, but most applications are submitted 1 month or less before the event. Internal events don't take as long to review but I usually don't get the application until 4-7 days before the event. The CE Committee needs more time to process applications than that. These time crunches do not give the

applicant time enough to address any corrections that the CE reviewers find necessary for approval. Also note that an expedited review process (2 week turnaround) is in place for 1 hr CE events, but that this still requires timely submission.