

Psychology Form 1-SB

Application for Approval as a Continuing Education Sponsor for Psychology

Before you begin, please note that the \$900 application fee is non-refundable. You are advised to review our [FAQ's](#) to ensure that your proposed course offerings meet the acceptable continuing education requirements.

Standard 1: Eligible Individuals and Organizations

Eligibility requirements for organizations and individuals seeking to offer continuing education.

Section 72.6(i)(2) of the Commissioner's Regulations defines the entities that are eligible to apply for approval as a provider of continuing education for Licensed Psychologists. Eligible entities include, but are not limited to: a higher education institution that offers programs that are registered pursuant to Part 52 of the Commissioner's Regulations as leading to licensure as a licensed psychologist in New York State; a higher education institution in another jurisdiction that is accredited by the American Psychological Association; a higher education institution in New York State or another jurisdiction that is accredited by an acceptable accrediting agency and that offers graduate coursework that is directly related to the enhancement of practice, skills and knowledge of licensed psychologists; a psychotherapy institute, chartered by the Board of Regents, that offers coursework that is directly related to the enhancement of practice, skills and knowledge of licensed psychologists; a national psychologist organization or other professional organization that promotes and protects the health, safety and welfare of the public and fosters good practice in the psychology profession, including specialty boards, acceptable to the Department; a New York State psychology organization, acceptable to the Department, that is incorporated or otherwise organized in New York State that promotes and protects the health, safety and welfare of the public and fosters good practice in the psychology profession in New York State as a whole and/or a region of New York State; a national organization of jurisdictional boards of psychology that promote and protect the health, safety and welfare of the public and fosters good practice in the psychology profession; an entity operated under an operating certificate appropriately issued in accordance with articles 16, 31 or 32 of the New York State Mental Hygiene Law; an entity, hospital or health facility as defined in section 2801 of the New York State Public Health Law; an individual with expertise to provide continuing education to licensed psychologists; or an organization that is an educational entity or employs licensed psychologists that has expertise in providing licensed psychologist continuing education.

The documents submitted with the application must demonstrate that the individual, entity or organization will offer courses of learning or self-study programs in one or more of the subjects prescribed for acceptable continuing education as listed below.

Standard 2: Courses/Educational Activities

Courses/educational activities must be offered in appropriate subject areas.

Section 7607(3)(b) of the Education Law limits acceptable educational programs for continuing education to "courses of learning" which contribute to the professional practice of psychology. Under Section 72.6(c)(2) of the Commissioner's Regulations, providers must offer formal continuing education in professional and clinical skills in accordance with the practice of psychology as defined in Section 7601-a of the Education Law. Such subjects may include, but are not limited to, clinical interventions and evidence-based practice; cross-disciplinary offerings from medicine, law, administration, education, behavioral and social sciences related to psychology practice; clinical interventions/evidence-based models; psychology research and program evaluation; patient communications, recordkeeping, and matters relating to health, safety, and/or welfare of the public, and standards of good practice, law and/or ethics, which contribute to professional practice in psychology.

Each licensed psychologist must complete a minimum of three hours of course work in the area of professional ethics, including the laws, rules and regulations for practice in New York State. An applicant seeking to develop and offer such coursework should review the applicable laws, rules and regulations that define requirements for licensure and unprofessional conduct in the practice of the professions online at www.op.nysed.gov/prof/psych/psychlaw.htm. If you intend to offer courses in this area, please indicate your intention in Standard 2 of the provider application.

Educational courses/activities that may be offered by approved providers include: formal courses of learning including, but not limited to, master's or doctoral level university and college credit and non-credit courses, offered by a Department approved provider of continuing education for psychologists; professional development programs and technical sessions offered by national, state and local professional associations and other organizations, who are Department approved continuing education providers for psychologists; organized live in-person or live online educational and technical programs related to the practice of psychology that are offered by a Department approved provider of continuing education for psychologists; and, self-study courses related to the practice of psychology offered by a Department approved provider of continuing education for psychologists.

The Department may, pursuant to section 72.6(c)(2)(ii)(c) of the Commissioner's Regulations, in its discretion and as needed to contribute to the health and welfare of the public, require the completion of continuing education courses in specific subjects to fulfill the mandatory continuing education requirement.

All continuing education courses/activities must be a minimum of one hour in length and, thus, offer a minimum of one contact hour of continuing education credit. Quarter hours may be used for courses longer than one hour.

Only Department approved providers may award continuing education credit hours to New York State Licensed Psychologists for the purpose of satisfying their triennial registration continuing education requirements. A provider approved by the Department is not authorized to approve other individuals or organizations to offer continuing education to New York State psychologists. **Courses taken and/or completed prior to the date of the provider's approval and/or prior to January 1, 2021 are not acceptable and cannot be counted toward satisfying the triennial registration continuing education requirements.**

Approved providers are responsible for maintaining a record of their acceptable continuing education courses/activities and providing this information to inquiring licensees. The Department does not publicize a list of courses that have been approved for continuing education purposes.

Any continuing education designed for the sole purpose of personal development, marketing, business practices, and maximizing profits for the practice of a licensed psychologist will not be considered by the Department as acceptable continuing education.

Supervision of a licensed psychologist, limited permit holder, student or intern in a placement that is part of a license-qualifying program, will not be considered by the Department as constituting acceptable continuing education.

Standard 3: Instructors

Instructors must be qualified to teach the courses/educational activities which will be offered for continuing education purposes.

Section 72.6(i)(3)(ii)(c) of the Commissioner's Regulations requires providers to use course/educational activity instructors who are qualified to teach the courses/educational activities which will be offered, including but not limited to, faculty of a licensed psychology program offered by a higher education institution; or instructors who are specially qualified authorities in activities that are directed at developing and enhancing a licensee's practice as a licensed psychologist, as determined by the Department with assistance from the State Board for Psychology, to conduct such courses.

Documentation, such as a curriculum vitae (C.V.) or resume, will demonstrate the instructor's qualifications to teach the course as a content expert and will include, at a minimum, his or her name; current employment title; degrees earned with name and location of educational institution, major and date received; professional licensure status; teaching experience; and previous professional positions.

Under New York State professional licensing laws, only those having a professional clinical license can practice psychology and psychotherapy, such as assessment and evaluation of clients and the provision of clinical therapy and interventions. Thus, an instructor teaching a continuing education course/activity that includes clinical content must have a professional clinical license, in addition to meeting the above-referenced education, content expertise, work and teaching experience requirements for continuing education instructors.

In addition to assuring that instructors meet this standard, providers must: maintain and use written criteria and procedures to select instructors, including job descriptions, intended to assure that every instructor is qualified by training and experience to teach the course/educational activity assigned to them; and maintain and use written procedures to evaluate the instructors' performance. Both attendees' written evaluations and assessments by course/educational activity monitors may be part of the evaluation of the instructors' performance.

Standard 4: Assessment of Learning

Provider has a method of assessing the learning of participants and evaluating the effectiveness of courses.

Section 72.6(i)(3)(ii)(d) of the Commissioner's Regulations requires providers to have a method of assessing the learning of participants.

Pursuant to this requirement, providers must develop and maintain assessment methods that: (1) are appropriate to the course/educational activity objectives and course type (live in-person, live online or self-study); and (2) measure the extent to which the objectives were accomplished. These assessment methods may include, but are not limited to, post-tests, questionnaires, and evaluation forms completed by the participant. Course/educational activity monitors may also be effective components of an assessment process.

A self-study course must incorporate a post-test to determine if the learner has mastered the knowledge, skills and abilities for the course. The learner must achieve a minimum passing score in order to qualify for continuing education credit. Therefore, the learner must pass the test before a certificate of completion is awarded to him or her. Approved providers can determine the necessity or desire for using post-test assessments for other course types, such as live in-person or live online courses.

In addition to having a method(s) of assessing the learning of course participants, a course evaluation form, completed by all learners, must be provided for all course types. At a minimum, the evaluation form should solicit feedback from learners on the specific objectives of the course and the effectiveness of the instructor(s) in conveying the course material and objectives. The evaluation form must include the title of the course, the date the course was completed, and the name(s) of the instructor(s).

Standard 5: Records

Provider will maintain records for at least six years from the date of completion of coursework/educational activity.

Section 72.6(i)(3)(ii)(e) of the Commissioner's Regulations requires providers to create and maintain for at least six years the following records for each course/educational activity: a. the date and location of the course/educational activity; b. the name and curriculum vitae of the instructor/presenter; c. the objectives and learning methods of the course/educational activity; d. the outline of the course/educational activity, the assessment methods used, and the number of contact hours of the course/educational activity; e. a summary of any evaluation of the course/educational activity; f. copies of all promotional materials used in a course/educational activity; g. any evaluation of the need for the course/educational activity; and h. the list of licensed practitioners in attendance at a course or participating in an educational activity, including the profession(s) in which each is licensed.

Providers must have policies and procedures for the storage and confidentiality of these records. The continuing education provider must establish a process by which a learner and/or the Department may retrieve those records.

In the event an approved provider discontinues operation, the governing body of such provider must notify the Department and transfer all records as directed by it.

Providers must provide a Certificate of Completion to licensed psychologists who have completed a course/educational activity for continuing education hours; partial credit may not be awarded by the provider. A Certificate of Completion must contain the following information: the provider's name and address; the name of the learner/participant, his/her licensed profession, and license number; the course/educational activity title; the instructor(s) name(s); date and location (city/state) of the course/educational activity; the course type (e.g., live in-person, live online or self-study); the total number of contact hours earned; and a statement indicating that: {name of approved provider} is recognized by the New York State Education Department's State Board for Psychology as an approved provider of continuing education for **Licensed Psychologists** {provider approval number}.

Standard 6: Resources

Provider must have adequate resources to provide continuing education.

Approved providers must have adequate financial resources to fund the continuing education program or programs that they offer. In order to ensure compliance with this requirement, approved continuing education provider applicants must submit a current or projected budget representative of a fiscal year for its continuing education program. The budget should include base funds, revenue and all typical expenses.

All other resources (e.g., office space, training facilities, equipment, supplies, technology, library, etc.) available to adequately facilitate and ensure achievement of the continuing education program should also be described.

The University of the State of New York
The State Education Department
Office of the Professions
State Board for Psychology
www.op.nysed.gov/prof/psych/

Psychology Form 1-SB Application for Approval as a Continuing Education Provider for Licensed Psychologists

Instructions: Complete this application and submit the entire form, along with the \$900 application fee, and any required information to the Office of the Professions at the address at the end of the form. Make check or money order payable to the New York State Education Department (SED). **By submitting this form, the organization agrees that this fee is for evaluation and consideration, not approval, of the application is non-refundable.** Applications must be submitted at least 90 days (45 days for a renewal application) prior to the date on which continuing education programs will begin. Note: When issued, approvals are for a three-year period. **You are advised to review our [FAQ's](#) to ensure that your proposed course offerings meet the acceptable continuing education requirements.**

Check what you are applying for (check one): Initial Application **68 \$900 VN** Renewal Application **68 \$900 VN**

Courses will be offered to Licensed Psychologists

Name of Organization _____

Mailing Address

Contact Person _____

Contact's Email _____

Contact's Telephone Number _____ Public Telephone Number _____ Public Fax Number _____

Public Email _____

Public Website _____

Please indicate all professions this organization is authorized to provide continuing education programs in for any profession within New York State and/or other jurisdictions of the United States.

Professions

Jurisdictions

Has any jurisdiction denied, restricted or terminated your authorization to provide continuing education? Yes No

If yes, please explain, identifying the jurisdiction and contact person (attach additional sheets if necessary).

Each item below is a standard for SED approval as a continuing education provider for licensed psychologists as set forth in section 72.6(i) of the Regulations of the Commissioner of Education (Commissioner's Regulations). To demonstrate that the organization is in compliance with these standards, please provide the information requested below.

Standard 1: Organization. Applicant is an organized educational entity or entity that has expertise in the professional area being taught.

1. The organization indicated on page 1 is (check one):
 - a national psychology organization or other professional organization, including specialty boards
 - a New York State psychology organization that is incorporated or otherwise organized in New York State
 - a national organization of jurisdictional boards of psychology
 - a higher education institution that offers a graduate psychology program or programs, as defined in Part 52 of the Commissioner's Regulations
 - a psychotherapy institute chartered by the Board of Regents that offers coursework that is directly related to psychology practice
 - an entity operated under an operating certificate issued in accordance with articles 16, 31 or 32 of the New York State Mental Hygiene Law
 - an entity, hospital, or health facility as defined in section 2801 of the New York State Public Health Law
 - None of the above but is (check all that apply and elaborate as necessary)
 - an individual with the expertise to provide continuing education to New York State licensed psychologists
 - an organization desiring to provide continuing education to New York State licensed psychologists
 - an organization that proposes to offer courses of learning or self-study programs
 - an organized educational entity with expertise in psychology education and practice
 - an entity that employs licensed psychologists and possesses the expertise to offer courses/educational activities
2. Attach a copy of the charter or certificate of incorporation for the organization.
3. Attach a list of the names, titles, addresses, and email addresses of the organization's officers, boards of directors/trustees; and, if applicable, principal stockholders.
4. Attach a statement describing the organization's primary purpose or mission.
5. Attach a description of any secondary purpose of the organization.
6. Attach a statement of the goals of the organization's continuing education program.

Standard 2: Courses/Educational Activities. Courses/educational activities must be offered in appropriate subject areas, as defined in law and regulation.

Providers must offer courses/educational activities in the subject areas identified in section 72.6(c)(2) of the Commissioner's Regulations, this includes providers of self-study programs.

Any continuing education designed for the sole purpose of personal development, marketing, business practices, and maximizing profits for the practice of a licensed psychologist will not be considered by SED as acceptable continuing education.

Check here if the applicant will offer a course in professional ethics, as defined in section 72.6(c)(1)(i) of the Commissioner's Regulations.

7. For initial applications, submit a course/educational activity description or a copy of a course/educational activity outline/program/ brochure for no more than five planned course/educational activities that includes:
 - a. its exact title;
 - b. subject/topic of the course/educational activity;
 - c. names and qualifications of the presenter(s) for each lecture or subject/topic;
 - d. description of course/educational activity content;
 - e. location, date and time;
 - f. starting and ending times of each session or lecture;
 - g. a description of the teaching methods to be used;
 - h. the learning objectives of the course/educational activity;
 - i. costs, refunds, and cancellation policies; and
 - j. the length of the course/educational activity in contact hours.
8. Submit a description of the organization's procedures to identify, design, and evaluate course/educational activities before you offer them.
9. Submit a description of the organization's procedures and methods to evaluate the effectiveness and overall quality of your courses/ educational activities, including the role of participants in the evaluation process and the basis on which courses/educational activities are updated, modified or discontinued.

Standard 3: Instructors. Instructors are qualified to teach the courses/educational activities which will be offered.

10. Attach a description of the organization's procedures and criteria for selecting instructors.
11. Attach a description of the organization's procedures and criteria for evaluating instructors' performance.
12. Provide a roster of full-time and part-time instructors, if applicable.
13. Provide a curriculum vitae or resume for each instructor that: (1) demonstrates his or her qualifications to conduct the course/ educational activities; and (2) includes at least his or her: (a) name; (b) current employment title; (c) degree(s) earned, with name and location of institution, major, and date received; (d) licensure status (if applicable); (e) teaching experience; and (f) previous professional positions.
14. Provide job descriptions for instructors if specific instructors have not been identified for a particular course or educational activity.
15. Provide a roster of all full-time and part-time administrators, if applicable.

Standard 4: Assessment of Learning. Provider has a method of assessing the learning of participants.

16. Attach a description of the organization's method(s) of assessing the learning of participants in courses/educational activities that: (1) are appropriate to the course/educational activity objectives and educational methods; and (2) measure the extent to which the course objectives were accomplished.
17. Attach a copy of the course evaluation instrument by which participants will provide feedback and evaluate the course/educational activity and instructor.

Standard 5: Records. Provider must maintain records for at least six years from the date of completion of coursework/educational activity.

18. Approved providers must create and maintain for at least six years the following records for each course or educational activity:
 - a. the date and location of the course/educational activity;
 - b. the name and curriculum vitae of the instructor/presenter;
 - c. the objectives and learning methods of the course/educational activity;
 - d. the outline of the course/educational activity, the assessment methods used, and the number of contact hours of the course/ educational activity;
 - e. a summary of any evaluation of the course/educational activity;
 - f. copies of all promotional materials used in a course/educational activity;
 - g. any evaluation of the need for the course/educational activity; and
 - h. the list of licensed practitioners in attendance, including the profession(s) in which each is licensed.
19. Attach a description of the organization's policy and procedures to assure storage, confidentiality, and retrieval of records for a six year period.
20. Indicate the street address where the records will be accessible to SED and the name and contact information for the person responsible for providing such access to SED upon its request.
21. Provide a sample copy of the certificate of completion the organization will provide to each licensed practitioner who completes a course/ educational activity. The certificate must include: (a) the organization's name; (b) the name of the participant; (c) the date and location of the course/educational activity; (d) the course/educational activity title; (e) the educational method used (e.g., lecture, self-study); (f) the number of contact hours; and (g) a statement indicating that the organization is recognized by SED's State Board for Psychology as an approved provider of continuing education for licensed psychologists.
22. Submit a signed assurance that: (a) the records will be maintained for six years from the date each course/educational activity was offered; (b) the provider will grant the SED access to the records upon request; (c) the provider will respond to any SED inquiry regarding the records; and (d) the provider will notify SED if the address where the records are kept changes. In the event an approved provider discontinues operation, the governing body of such provider must notify the SED and transfer all records as directed by the SED.

Standard 6: Resources. Provider must have adequate resources to provide continuing education.

23. Attach a description of the financial base upon which the organization's continuing education activities are funded.
24. Attach a description of all physical resources (e.g., offices, buildings, etc.), administrative organization, employees, student services, and any other resources available to facilitate continuing education objectives.

Renewal Application

To renew the organization's approval as a provider of continuing education for licensed psychologists, a renewal application must be submitted no less than 45 days prior to the expiration date of the organization's current approval. Please provide all of the information required in standards 1 through 6. Do not submit courses/activities with the renewal. If there is no change in the information in any section, simply indicate "no change" in that section. Please do not send courses.

Affirmation

The undersigned hereby affirms under penalty of perjury that: I am an officer, director, agent or other person duly authorized to act on behalf of the entity applying for continuing education provider approval, and further, that the applying entity has complied with the requirements of section 72.6 of the Commissioner's Regulations. The applicant further agrees to provide SED with information regarding our organization and the courses/educational activities we offer and agrees to permit SED to conduct visits, as it may request to ensure compliance with those requirements. The applicant understands that approval, if granted, will be for a three-year period and may be renewed upon further application (including fee). The applicant also understands that approval, if granted, will be terminated if SED determines that the provider is not meeting the standards set forth in section 72.6 of the Commissioner's Regulations. The applicant has enclosed the required \$900 fee and agrees that this fee is for evaluation and consideration, not approval, of the application and is nonrefundable.

Signature_____
Date_____
Print Name_____
Title

Return Directly to: New York State Education Department, Office of the Professions, Division of Professional Licensing Services, Registration and Fee Unit, 89 Washington Avenue, Albany, NY 12234-1000, U.S.A.. DO NOT SEND CASH. Make check or money order payable to the New York State Education Department. The \$900 application fee is non-refundable. You are advised to review our [FAQs](#) to ensure that your proposed course offerings meet the acceptable continuing education requirements.