

Colorado Society of School Psychologists Continuing Education Co-Sponsorship Policies & Procedures

The Colorado Society of School Psychology adheres to the following policies and procedures for the management of co-sponsored continuing education activities. These policies are in compliance with the NASP Approved Provider of Continuing Education Policies and Guidelines.

Policy I: Selection and Presentation

- A. The program content of all co-sponsored continuing education activities will address one or more of the professional practice domains included in the *NASP Standards for Training and Field Placement Programs in School Psychology*. These domains include:
- ❖ Data-Based Decision Making and Accountability
 - ❖ Consultation and Collaboration
 - ❖ Effective Instruction and Development of Cognitive/Academic Skills
 - ❖ Socialization and Development of Life Skills
 - ❖ Student Diversity in Development and Learning
 - ❖ School and Systems Organization, Policy Development, and Climate
 - ❖ Prevention, Crisis Intervention, and Mental Health
 - ❖ Home/School/Community Collaboration
 - ❖ Research and Program Evaluation
 - ❖ School Psychology Practice and Development
 - ❖ Information Technology
- B. The CSSP continuing education director will work with the co-sponsoring agency to determine which domain(s) will be addressed. A thorough review of the domain descriptions will take place prior to final program approval to ensure that the proposed continuing education activity directly addresses a specific content area and enhances attendees' skill set, competencies, and knowledge.
- C. Both parties will jointly plan the program, including the design and development, speaker selection, educational objectives, and criteria for evaluation review. When selecting presentation speakers, both CSSP and the co-sponsoring organization will strive to ensure that the selected individuals are experts in the subject matter being covered during the presentation.
- D. Both parties will ensure speaker selection and program content is based on an analysis of needs and interests of school psychologists, educational personnel, and other mental health professionals. CSSP and the co-sponsoring organization will also ensure that the content of the continuing education activity is appropriate for credentialed professionals in the field of education and/or mental health.
- E. CSSP and the co-sponsoring organization will jointly select the presenters for the program and agree, in advance, on the appropriate instructor honoraria and travel expenses.

Policy II: Promotion of Continuing Education Activities

- A. CSSP and the co-sponsoring organization will jointly prepare all brochure materials. The co-sponsoring organization has permission to advertise the program via email and on their website.
- B. CSSP and the co-sponsoring organization agree that the NASP Approved Provider of Continuing Education Policies and Guidelines will be met in the design, advertising, and promotion of the program. CSSP and the co-sponsoring organization must approve the final draft of the official brochure and ensure it meets all NASP criteria.
- C. The co-sponsoring organization will forward faculty vita as appropriate and CSSP will maintain copies in their records.
- D. The promotional materials for the continuing education activity will clearly state instructional objectives in behaviorally operationalized language relevant to the practice of mental health practitioners.

Policy III: Workshop Enrollment and Logistics

- A. Continuing Education programs will be held in appropriate settings for the size and format of the training. The enrollment fee for pre-registered and on-site participants will be established prior to advertisement of the continuing education program. CSSP rates for member, non-members, and students will apply.
- B. CSSP will coordinate program operations for the conference, including registration, sign-in rosters, audio-visual equipment, and evaluations.
- C. CSSP will retain registration information, rosters, and original evaluation forms at the conclusion of the continuing education activity. All participants will receive documentation of completion, as mandated by the appropriate credentialing body, at the end of the continuing education activity.
- D. The continuing education activity will be one hour or more in duration. The number of continuing education credits offered will be decided upon prior to the advertisement of the program.

Policy IV: Financial Arrangements

- A. The financial obligations and accounting for this program will be agreed upon in advance by CSS P and *(Insert Name of Co-Sponsoring Organization)*.

Policy V: Miscellaneous Provisions

- A. CSSP and the co-sponsoring organization agree to ensure that the NASP Principles for Professional Ethics are upheld.

CONTINUING EDUCATION CO-SPONSORSHIP AGREEMENT

This document, when duly executed by both parties, constitutes an agreement between the Colorado Society of School Psychologists and the *(Insert Name of Co-Sponsoring Organization)*, to cosponsor a continuing education workshop on *(Insert Program Title)*, to be offered on *(Insert Date and Time)* at *(Insert Location)*. This program will be designed for school psychologists, as well as educational personnel and other mental health service providers. CSSP and *(Insert Name of Co-Sponsoring Organization)* will assure compliance with the NASP Approved Provider of Continuing Education Policies and Guidelines.

CSSP and *(Insert Name of Co-Sponsoring Organization)* hereby agree as follows:

1. SELECTION AND PRESENTATION

The program content of all co-sponsored continuing education activities will address one or more of the professional practice domains included in the *NASP Standards for Training and Field Placement Programs in School Psychology*. These domains include:

- ❖ Data-Based Decision Making and Accountability
- ❖ Consultation and Collaboration
- ❖ Effective Instruction and Development of Cognitive/Academic Skills
- ❖ Socialization and Development of Life Skills
- ❖ Student Diversity in Development and Learning
- ❖ School and Systems Organization, Policy Development, and Climate
- ❖ Prevention, Crisis Intervention, and Mental Health
- ❖ Home/School/Community Collaboration
- ❖ Research and Program Evaluation
- ❖ School Psychology Practice and Development
- ❖ Information Technology

The CSSP continuing education director will work with the co-sponsoring agency designee to determine which domain(s) will be addressed. A thorough review of the domain descriptions will take place prior to final program approval to ensure that the proposed continuing education activity directly addresses a specific content area and enhances the attendees' skill set, competencies, and knowledge.

Both CSSP and the co-sponsoring agency will jointly plan the program, including the design and development, speaker selection, educational objectives, and criteria for evaluation review. When selecting presentation speakers, both CPS and the co-sponsoring organization designee will strive to ensure that the selected individuals are experts in the subject matter covered during the presentation.

CPSSP and *(Insert Co-Sponsoring Organization Name)* will ensure program content is based on an analysis of needs and interests of school psychologists, educational personnel and other mental health professionals. CSSP and the co-sponsoring organization will also ensure that the content of the continuing education activity is appropriate for credentialed professionals in the field of education and/or mental health.

CSSP and *(Insert Co-Sponsoring Organization Name)* will jointly select the presenters for the program and agree, in advance, on the appropriate instructor honoraria and travel expenses.

2. PROMOTION

CSSP and (*Insert Co-Sponsoring Organization Name*) will jointly prepare materials for the brochure. (*Insert Co-Sponsoring Organization Name*) has permission to advertise the program via email and on their website.

CSSP and (*Insert Co-Sponsoring Organization Name*) agree that the NASP Approved Provider of Continuing Education Policies and Guidelines will be met in the design, advertising, and promotion of the program. CSSP and the co-sponsoring organization must approve the final draft of the official brochure and ensure it meets all NASP criteria.

(*Insert Co-Sponsoring Organization Name*) will forward faculty vita as appropriate and CSSP will maintain copies in their records.

The promotional materials for the continuing education activity will clearly state instructional objectives in behaviorally operationalized language relevant to the practice of mental health practitioners.

3. WORKSHOP ENROLLMENT AND LOGISTICS

Continuing Education programs will be held in appropriate settings for the size and format of the training. The enrollment fee for pre-registered and on-site participants will be established prior to advertisement of the continuing education program. CSSP rates for member, non-members, and students will apply.

CSSP will coordinate program operations for the conference, including registration, sign-in rosters, audio-visual equipment, and evaluations.

CSSP will retain registration information, rosters, and original evaluation forms at the conclusion of the continuing education activity. All participants will receive documentation of completion, as mandated by the appropriate credentialing body, at the end of the continuing education activity.

This workshop will be offered for (*Insert #*) continuing education credits per day for psychologists, school psychologists, clinical social workers, mental health counselors, and marriage and family therapists.

4. FINANCIAL ARRANGEMENTS

The financial obligations and accounting for this program will be agreed upon in advance by CSSP and (*Insert Co-Sponsoring Organization Name*).

5. MISCELLANEOUS PROVISIONS

CSSP and (*Insert Name of Co-Sponsoring Organization*) agree to ensure that the NASP Principles for Professional Ethics are upheld.

Responsibility for coordination between the co-sponsors will be shared by:

(*Insert appropriate names*)

6. LAW GOVERNING JURISDICTION AND VENUE

This agreement shall be governed by and construed in accordance with the laws of the State of Colorado. With respect to any action arising out of the agreement, each party accepts the exclusive jurisdiction of the courts of the State of Colorado, and agrees that venue shall lie exclusively in Colorado.

Colorado Society of School Psychologists

M. Franci Crepeau-Hobson, Ph.D., Director of Continuing Education

Date

(Insert Name of Co-Sponsoring Organization Representative)

Date