

GUIDELINES FOR PRESENTERS OF CONTINUING EDUCATION WORKSHOPS

APA Guidelines

Continuing Education (CE) in psychology is an ongoing process consisting of formal learning activities that:

- a. Are relevant to psychological practice, education and science;
- b. Enable psychologists to keep pace with the most current scientific evidence regarding assessment, intervention, and education as well as important legal, statutory or regulatory issues;
- c. Allow psychologists to maintain, develop, and increase competencies in order to improve services to the public and enhance contributions to the profession.

Maryland Board of Examiners Goals of CE

- 1) Shall meet one or more of the following objectives:
 - Maintains the professional competency of psychologists;
 - Increases the professional skills and knowledge of psychologists;
 - Prepares psychologists for new roles or responsibilities in the practice of psychology; or
 - Expands the science of psychological theory, method, or practice; and
- 2) May not include:
 - Business meetings;
 - Professional committee meetings; and
 - Presentations and publications primarily intended for a lay audience.

Goals of the Maryland Psychological Association Foundation Continuing Education

The goals of the MPAF continuing education program are to:

- 1) Provide an opportunity for members to maintain professional competence.
- 2) Increase professional skills and knowledge.
- 3) Prepare for new roles in the practice of psychology.
- 4) Provide an opportunity for Maryland Psychologists to meet CE requirements needed to maintain licensure.
- 5) Foster interdisciplinary understanding and cooperation.

The audience for your presentation will be psychologists, primarily Ph.D. – level clinical practitioners. The expectation is that all CE programs presented by MPA for psychologists will facilitate the highest quality professional work, whether in clinical applications, consultation, or research. CE for psychologists should be designed to meet the specific needs of post-doctoral professionals within the field.

The MPA Educational Affairs Committee, after coordinating workshops for many years, has formulated the following guidelines and suggestions for presenters in order to assure that workshops meet the standards expected by the members and by those who approve our continuing education offerings for psychologists.

Preparing Your Advertising Materials:

1. When writing your workshop description please consider the following. We have found that psychologists respond very positively to **research grounding** for the ideas presented in the workshop. However, they are most interested in **building skills**. They want to know how to do something as opposed to only why. **Demonstrations, case studies, and skill building are highly valued.**
2. Please be aware of and adhere to the APA Ethical Principles in drafting the promotion literature for your workshop and presenting your workshop. **We encourage you to use case examples but to be very sure confidentiality is respected as per APA ethical standard 4.07.** Be aware of the diversity of both your audience and the clients they serve. **You should address how the application of your topic might vary with different populations.** If there is participant disclosure, the audience should be reminded of the confidentiality of such disclosures.
3. MPA workshop presenters must **provide a current c/v and up to 5 references and relevant citations used as a basis for your presentation.** Also include statements regarding the limitations of the content being taught (including contradictory evidence and its source), and the severe and most common risks. This is required by APA

to demonstrate that information and programs are based on a methodological, theoretical, research, or practice knowledge base.

4. Please be clear with the CE Coordinator regarding space requirements, registration limits, size of handouts, etc. Such considerations are often easily handled before advertising begins.
5. Every program offered for CE must have predetermined learning objectives. As a guideline, there should be three to four objectives for a three hour program and six to eight objectives for a six to eight hour program. Attached are the APA guidelines on how to write Behavioral Learning Objectives – **please review this document provided by APA on writing acceptable learning objectives.**

Preparing For Your Workshop Presentation

1. Please consult with the MPA CE coordinator regarding availability of audio visuals, format, etc. before plans are irrevocably set.
2. When making PowerPoint or slide presentations, images should be projected high enough to be fully visible to all persons seated. Visual aids must be accompanied by an oral narrative. Describe in detail the information that is being presented on the overhead projector or screen. When not using an overhead projector, turn it off. This reduces background noise and helps focus audience attention on you, the speaker. **If you are using a PowerPoint presentation or overhead slides please provide a copy of the slides as part of your handouts. This will help facilitate both the reading of the slides and note taking for the participants.**
3. MPA/F has found that participant's like to have handouts to take home and review after a workshop. A general guide for the number of handouts is: not more than **25 pages for a 3 hour workshop** and approximately **50 pages for a 6 hour workshop**. With this guide in mind, it is best to plan to review about 6 slides per 15 – 20 minutes, (assuming 2 slides per handout page) this should allow you ample time to complete your presentation.

The following are guidelines for preparing handouts/slides for presentation:

- Fonts should be Times New Roman or Arial and size should be 28 to 32 point for slides
 - Maximum number of lines per slide should be eight for 28-point and six for 32-point fonts
 - PowerPoint slides are best viewed if they are created with a solid background, preferably light-colored text on a dark-colored background.
 - Avoid using all capital letters which is difficult to read.
 - Prepare handout material in large print format in 18-point font, bold, plain style with one-inch margins.
 - As part of handout package, provide copies of slides or PowerPoint presentations to fully include guests who are unable to take notes or who have cognitive disabilities.
4. **The MPA Ethics Committee and our APA sponsoring organization encourage MPA workshop presenters to include in their workshops a segment dealing with ethical dilemmas encountered in utilizing the skills being taught. It is also encouraged that presenters consider cultural, racial, ethnic, socioeconomic and gender differences in their presentations.**
 5. Please provide examples of how to apply the materials being taught. It is inappropriate in a continuing education workshop to read a paper or book.
 6. **Repeat all audience questions or statements.** This practice is also helpful for individuals who are hard-of-hearing. Questions or statements should always be repeated when sessions are being taped since the microphones for the speakers will often fail to pick up voices in the audience. In dialogues or discussion, have one person speak at a time, and identify the speaker so that audience members or those listening to the tape will know who is talking.

7. Presenters are not allowed to sell any product, tape or paper during a continuing education presentation. Promotion of such products (or of other workshops offered or of one's services) is considered inappropriate during workshop time. MPAF may choose to order books by the presenter to be sold (as a service to participants) by MPA staff or volunteers during registration or coffee breaks. Order forms for books, products, papers, etc. may be left at the registrations table for participants to pick up if they so desire.
8. If your workshop is not freestanding, please be very aware of the time limits and coffee break schedules. Attendees need to get to other workshops at the end of your workshop and coffee is ordered for the specific times indicated in the program. Even if your program is freestanding, our attendees are serious about their continuing education and expect to receive the number of contact hours they are promised. They often have things scheduled during the lunch hours or after the close of the workshop. Additionally, our CE sponsor requires that continuing education time be spent receiving education.
9. MPA adheres to the standards set by the Americans with Disabilities Act of 1990. You may have one or more interpreters for the deaf at your workshop. MPA asks that all presenters take into consideration this fact when presenting, i.e., line of sight for interpreters, placement of audio-visual aids, pace of speech and presentation.
10. Graduate student monitors may be assigned to take attendance at the beginning of each workshop and distribute CE certificates at the end of the workshop. Monitors are to be considered workshop participants and be given the same experiences as other registrants.