



AMERICAN  
PSYCHOLOGICAL  
ASSOCIATION

## APA Standards for Awarding Credit

### PRINCIPLE

The awarding of CE credit is based on participation in learning activities offered in accordance with the Standards described in this document.

### CRITERIA

1. Providers must award CE credit for psychologists on the basis of one credit per one hour of instructional time.
2. Providers must provide documentation to each participant that includes the APA approval statement, the name and date of the activity, the number of CE credits earned, and a signature or other verification from the sponsoring organization.
3. Providers must be able to verify the awarding of CE credit to participants and provide this verification to individuals who request it for at least three years after completion of the activity.
4. Providers must include the direct input of psychologists in all phases of the decision-making and program planning process for the activities offered to psychologists for CE credit.

### EDUCATIONAL AND TECHNICAL ASSISTANCE

CE programs must be at least one hour in length. Activities longer than one hour may be broken into quarter hour increments.

Credit is awarded only for actual instructional time.

Variable credit for partial attendance may not be awarded.

For programs that involve a variety of sessions (e.g., conferences, conventions), credit should be awarded on a session-by-session basis. Each individual session for which credit is awarded must meet the Standards and Criteria; e.g., each session must have its own stated learning objectives, each session must be evaluated separately. Providers must have a system for determining which sessions were attended (e.g., sign-in sheet, credit log).

Full attendance is required for all CE activities, and providers must have a method for ensuring full attendance (sign-in/sign-out sheets, room monitors.). The APA is aware that individuals will, on occasion, arrive late or leave early from a CE program. Providers should, within reason, evaluate each situation on a case-by-case basis when considering full attendance and the awarding of credit.

### **CE FOR NEW YORK PSYCHOLOGISTS**

In the field of psychology, each state board retains sovereignty in relation to what it does or does not accept for meeting licensing requirements. The state of New York has decided that they will not honor APA-approved credits but will instead only honor CE credits by organizations that they themselves have approved. Jointly Accredited providers would need to seek approval for New York psychologists separately, through the state of New York.

### **CERTIFICATION**

Certificates must include the APA logo and the APA CE statement:

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|  <p>AMERICAN<br/>PSYCHOLOGICAL<br/>ASSOCIATION</p> | <p>Continuing Education (CE) credits for psychologists are provided through the co-sponsorship of the American Psychological Association (APA) Office of Continuing Education in Psychology (CEP). The APA CEP Office maintains responsibility for the content of the programs.</p> |
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