

## **Affiliate Guidelines and Agreement for Offering NASAP CEs**

**NASAP** has as its purpose the promotion of the principles of Adlerian Psychology. **NASAP** is interested in entering into a cooperative agreement between itself and **affiliates** in those instances where the learning activities are clearly Adlerian-based. The following guidelines and agreement are offered for those **affiliates** proposing learning opportunities that are Adlerian-based.

1. For each occasion that an Affiliate wishes to offer NASAP CEs, the person serving as the Affiliate Liaison will read through these guidelines, sign that he or she agrees to follow the guidelines, and include a copy in the Affiliate Packet (described below) which will be forwarded to the NASAP Office at the conclusion of the event.

2. For each activity, the Affiliate will identify one person to serve as the Affiliate Liaison (referenced above) who will work directly with NASAP's Chair of Education and Professional Development (referred to as Education Chair in the rest of this agreement) and NASAP's Executive Director.

3. Well in advance of the activity, the Affiliate Liaison will email the Education Chair at [millfe@sbcglobal.net](mailto:millfe@sbcglobal.net) to inform him of the Affiliate's proposed activity and its desire to offer CEs. This email should be copied to the NASAP Office at [info@alfredadler.org](mailto:info@alfredadler.org) so that the Executive Director will know to track the activity. The Education Chair's reply should also be copied to the NASAP Office. (This serves as "Evidence of planning with the Education Chair" as required by APA and NBCC.) The Affiliate Liaison should also download a hard copy of the initial email as well as the reply/approval to include in the Affiliate Packet.

4. Prior to advertising the event the Affiliate Liaison will email a copy of all promotional materials (e.g., flyers, brochures, etc.) to the Education Chair to make sure that all the advertisements are in line with APA and NBCC.

4a. APA and NBCC require that the following information is contained in the promotional materials:

- educational objectives
- participants for whom the activity is designed and skill level for which it is appropriate
- schedule and format
- cost
- credential's of faculty/presenter
- number of CEs offered
- cancellation/refund policy
- request for information regarding special needs of participants

4b. The following language is what is recommended by APA and NBCC:

"This program is co-sponsored by the North American Society of Adlerian Psychology (NASAP). NASAP is Approved by the American Psychological Association to offer continuing education for psychologists and is recognized by the National Board of Certified Counselors (NBCC) to offer continuing education for counselors. NASAP maintains responsibility for the program."

4c. A session needs to be at least one hour in length in order for an individual to earn a CE.

4d. Although we do not encourage it, if an Affiliate chooses to charge a fee to reimburse their administrative costs, we recommend that the fee be no more than \$5.00.

5. (Optional) The Affiliate Liaison emails an announcement to the NASAP Office to post on the web (and if time permits, to publish in the NASAP Newsletter).

6. The Affiliate Liaison will oversee the preparation of an evaluation to be distributed to all participants. It is recommended that the NASAP conference evaluation is used as the basis for the development of the evaluation (see attached).

7. The Affiliate Liaison will oversee the tabulation of the evaluations and include a summary report in the Affiliate Packet.

8. The Affiliate Liaison is to keep a list of the names of those awarded CEs and designate whether they received APA or NBCC CEs. On the list the Liaison should also record the total number of attendees and designate how many were psychologists and how many were counselors. (This will be easy to tabulate if requested on the registration form.) The Affiliate Liaison will include the list in the Affiliate Packet.

9. The Affiliate Liaison will oversee the preparation of a certificate to award to those who earned CEs and will include a copy in the Affiliate Packet.

10. Within 30 days of the conclusion of the activity, the Affiliate Liaison will send the entire Affiliate Packet to: NASAP, 614 Old West Chocolate Ave., Hershey, PA 17033

\*I have read the above guidelines and agree to carry out the steps as described in order to enter into a co-sponsorship with NASAP.

Name	Affiliate	Date
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Checklist

\_\_\_ Affiliate identifies an Affiliate Liaison for the specific activity.

\_\_\_ Affiliate Liaison reads the Affiliate Guidelines and Agreement, signs it, and includes it in the Affiliate Packet.

\_\_\_ Affiliate Liaison emails the Education Chair (copying the NASAP Office) about their intentions to offer an activity and provide CEs.

\_\_\_ Affiliate Liaison downloads a hard copy of the initial request and Education Chair's reply to include in the Affiliate Packet.

\_\_\_ Affiliate Liaison prepares all promotional materials so that they are consistent with APA and NBCC guidelines and sends a copy to the Education Chair for approval.

\_\_\_ Affiliate Liaison prepares an evaluation and distributes it at the activity.

\_\_\_ Affiliate Liaison tabulates the evaluations and includes the summary in the packet to be sent to NASAP.

\_\_\_ Affiliate Liaison prepares a list including: those awarded CEs and the specific type, number of attendees, number of psychologists, and number of counselors.

Affiliate Packet (To be sent to NASAP office within 30 days after the event.)

\_\_\_ A signed copy of the Affiliate Guidelines and Agreement

\_\_\_ A hard copy of the initial email to the Education Chair

\_\_\_ A hard copy of the email that shows the Education Chair's approval

\_\_\_ A hard copy of the promotional materials used

\_\_\_ A copy of the email showing the Education Chair's approval of the promotional materials

\_\_\_ A sample copy of the evaluation used

\_\_\_ A tabulation of the evaluations.

\_\_\_ A list including: those awarded CEs and the specific type, number of attendees, number of psychologists, and number of counselors

\_\_\_ A sample copy of the CE Certificate

### Evaluation

Express your opinion by checking the appropriate column after each category.

<b>Evaluation Area</b>	<b>Excellent</b>	<b>Good</b>	<b>Adequate</b>	<b>Less than Adequate</b>
1. Effectiveness of Presenter(s)				
2. Knowledge and Competence of Presenter(s)				
3. Extent to which Presentation succeeded in improving your skills and/or Knowledge of this topic overall				
4a. How well did the program meet Educational Objective 1.				
4b. How well did the program meet Educational Objective 2.				
5. If applicable to the session, rate the extent to which presenter(s) addressed relevant issues of social equality, e.g. gender, socio-economic, cultural sensitivity				
6. Overall rating of Presentation				

**Comments:**