



Event Co-Sponsorship/Continuing Education Application Details

IMPORTANT – Please read carefully!

AAPB is an approved continuing education sponsor of the American Psychological Association (APA), and committed to ensuring quality education for psychologists. If your educational program qualifies by all APA and AAPB educational standards, AAPB will co-sponsor your event to provide CE credits for participants.

As your event co-sponsor, AAPB is responsible for all co-sponsored programs and their content, ensuring strict compliance with the stated standards.

Fees

Application and Review Fee: \$300 per application/per event (for profit entities)/\$200 (for non-profit entities). This fee is due on submission of the application and is nonrefundable. If your application is rejected, you may correct and resubmit but will need to pay the review fee each time you resubmit. BCIA Certification Review Courses may apply at the nonprofit rate.

CE Sponsor Fee: Upon approval of your application, AAPB will be an official co-sponsor of your event. In coordination with the event organizer, **AAPB will publish the event on the AAPB website and send one email marketing notification to AAPB stakeholders. We will provide a sign-in sheet template and instructions on financial disclosure and appropriate notices, verifying attendance (based on the event organizer's records), disseminating the CE certificates, and issuing the post-conference evaluation to your attendees.** This fee is due upon approval and must be paid in full prior to the event. Pricing is based on the total number of CE credits awarded as outlined here:

- \$2500 Conference (20+ hours/multi-day, multi-presenter event, virtual or in-person)
- \$2000 Conference (10-19 hours/multi-day, multi-presenter event, virtual or in-person)
- \$1700 Educational Presentation (5-9 hours/multi-topic, multi-presenter, virtual or in-person)
- \$1300 Educational Presentation (5-9 hours/single topic, single- or multi-presenter, virtual or in-person)
- \$900 Workshops/Webinars (3-4 hours/multi-topic, single- or multi-day, virtual or in-person)
- \$750 Workshops/Webinars (3-4 hours/single-topic, single- or multi-day, virtual or in-person)
- \$500 Workshops/Webinars (1-2 hours/multi-topic, single- or dual-session, virtual or in-person)
- \$450 Workshops/Webinars (1-2 hours/single topic, single session, virtual or in-person)

*** We cannot anticipate every scenario of possible educational event formats. If your event does not fit into one of the above categories, please contact leslie@aapb.org to discuss your CE sponsorship fee before you apply.

Rush Fees: If your application is submitted 6 weeks or less prior to your event, a **10% rush fee** will be applied to your final billing. If your application is submitted 4 weeks or less prior to your event, a **25% rush fee** will be applied to your final billing. **NO APPLICATIONS WILL BE ACCEPTED WITHIN 30 DAYS PRIOR TO THE ANNUAL AAPB SCIENTIFIC MEETING** (generally scheduled in mid-May, but check our website for details).

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Approval timeframe

It is strongly recommended that your application is submitted no less than 3 months prior to your event, or 3 months prior to when you plan to begin marketing the event. AAPB makes no guarantee as to how long the review process will take on any given application. It is estimated that AAPB will need a minimum of at least 4 weeks to complete the review process. It is advised that you allow at least 2 months to promote the availability of CE credits at your event. All applications are processed in the order received.

CE credit requirements

CE credits may only be issued for the live delivery of a virtual or an in-person event. AAPB cannot award credits for home-study or viewing post-event recordings. Attendees must attend the entirety of the presentation(s) and **MUST sign in** for in-person events or **log in individually** to virtual events. CE credits are awarded at one per 60 minutes of learning. Attendees CANNOT be required to complete the post-event evaluation, nor required to take an exam. Event organizers, at their sole discretion, may require attendees to pay for CE credits as a condition of procurement. All attendee sign-in sheets or virtual attendance reports are due to AAPB within one week following the final day of your approved event. Poster sessions and sessions less than 1 hour are not eligible for CE credit.

PLEASE NOTE: Following the event, **you will need to provide the number of psychologist attendees and non-psychologist attendees to AAPB.** Be sure you have a way to identify this important metric in your registration processes.

Questions? Contact Leslie Shivers at +1 303-422-8436 or leslie@aapb.org.