



## **RUTGERS GRADUATE SCHOOL OF APPLIED AND PROFESSIONAL PSYCHOLOGY OFFICE OF PROFESSIONAL DEVELOPMENT AND CONTINUING EDUCATION**

The Graduate School of Applied and Professional Psychology's Office of Professional Development and Continuing Education is an approved APA CE sponsor. In order to co-sponsor a program a committee reviews it for alignment with their curriculum and purpose.

The review committee generally meets the third Thursday of every month\*. They advise that applications be submitted three months before advertising is scheduled to begin and by the first of the month in which they want it reviewed. This will enable the Director to see if there are any glitches and if so work with the person who submitted it to correct them so that the application can be reviewed by the committee.

If an application is approved Rutgers will send specific APA wording to be included in advertising. The advertising will say something like Rutgers is an approved sponsor of APA CEs for Psychologist and School Psychologists. Since Rutgers is a cosponsor of the program they will post an announcement of the program on their website.

In addition to the wording that Rutgers sends it is necessary to also include in advertising a statement such as the following.

Although state boards practice reciprocity for Psychoanalysts and many for other mental health licenses if you are a Social Worker, Family Counselor, Creative Arts Therapist, or Counselor check with your state licensing board to see if you are eligible for APA CEs.

### Details and Logistics

1. For application materials contact Heidi Moser, A.K. Rice Administrator [admin@akriceinstitute.org](mailto:admin@akriceinstitute.org) or Dr. Jessica Benas, Director of the Rutgers department [jbenas@gsapp.rutgers.edu](mailto:jbenas@gsapp.rutgers.edu). *In your application and covering letter please note that you are an Affiliate of the A.K. Rice Institute.*
2. In the application –bio refers to a short description to be used in advertising
3. For CE credits to be issued in New York State the manual specifies "You may not impose additional fees on attendees for the production of certificates of completion, other than the fee charged for the course or education activity".

4. The Awarding of CEs – The presenter sends Rutgers a spreadsheet containing the first and last names, email, and a sign in and sign out for each person applying for CEs. Rutgers sends them an email for program evaluation and issues the CEs. Rutgers will bill the presenting organization for the total CEs granted. Cost: \$25 per CE recipient.

\* After October 13 the review committee will not meet again until March 2023 due to leave by the program Director.

Frances Unsell  
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