

Guidelines for awarding credits for CPD activities for events

Objective

The objective of the PSI is to advance psychology as a pure and applied science. These guidelines exist for event organisers so that high quality, evidence-based, professionally relevant and practice oriented CPD activities are provided to those practicing psychology, both PSI members and non-members and members of other related professions. PSI encourages members and others who organise CPD events to promote evidence based practice and the dissemination of scientific findings for the development of the profession of psychology in Ireland.

Procedure for Applying for credits for CPD Events

1. At least 3 months prior to the event, the organiser should submit the completed application form for CPD credits to the Director of Professional Development.
2. A non-refundable processing fee must accompany the application.
3. The Director will evaluate the form according to the criteria outlined below.
4. A set number of credits will be awarded to the event.
5. The organiser will be informed in writing of the outcome within one month of submission.
6. The organiser will be obliged to inform the Society of any change to the event.
7. The Society reserves the right to award or withdraw the CPD credits or change credit allocation in the light of emerging information.
8. All event organisers agree to the possibility of a staff member or a designated individual attending an event unannounced to satisfy itself that the event is being delivered according to the criteria set down by Council.
9. Event organisers will generate a list of psychologists who attend the event. This attendance list must be signed by each psychologist claiming CPD credit. The event organiser will forward the list to the PSI Office within one month of the event.

Criteria for awarding credits for CPD events

1. **All sections of the application must be completed.**
2. Evidence must be provided of a clear rationale for the event and its relevance to attendees who are psychologists.
3. The teaching objectives of the session must be clearly identified.
4. The target audience for the event must be indicated. Prior qualifications and or experience required for participation in the event must be clearly indicated on the application form.
5. The event organiser must have been advised by a psychologist in the planning stage as to the appropriateness of the content on offer to psychologists engaging in CPD.
6. Presenters who are Psychologists must be members of a professional psychological organisation with a clearly established governing body and code of ethics.

7. Professional qualifications of the presenters must be clearly delineated.
8. Fees for the event should be clearly advertised and state what the fees cover, e.g. attendance, lunch, handouts etc. Refund and cancellation policies must be clearly stated on advertising literature.
9. A clearly outlined programme must appear in final advertising literature.
10. Clear and concise documentation supporting the psychological content or the relevance of the topic to psychology must be included with the application.
- 11. The applicant should provide information on the empirical support* for the topic. If the applicant believes there is no empirical support for the topic or that such support is not relevant, the applicant must indicate the source (e.g., search engine) used to confirm that there is no support, and/or attach a statement detailing what steps have been taken to ensure the activity provides information about effective, beneficial, safe and up-to-date practice.**
12. The format of the presentation must be clearly outlined. State whether the format is lecture, workshop, interactive etc.
13. A clearly outlined method of event evaluation must be made available to the participants.
- 14. If the applicant wishes to present a series of linked but stand alone events, an application must be submitted for each event in the series.**

***Empirical support in this instance means at least one published, peer-reviewed piece of work (from any epistemology) in the form of a citation [e.g., Bernal, G., Jimenez-Chafey, M.I., & Rodriguez, M.M.D. (2009). Cultural adaptations of treatments: A resource for considering culture in evidence-based practice. *Professional Psychology: Research and Practice*, 40(4), 361–368.]**

Quality Control

- PSI retains the right to appoint an observer to any activity or event that has been awarded CPD credits.
- PSI retains the right to telephone survey a sample of attendees.
- PSI retains the right to request a copy of evaluation forms from CPD events.
- **PSI retains the right not to approve an event if the above criteria are not met.**

Fee Structure

1. For events with up to twenty attendees a processing fee of €100 is applicable.
2. For events with more than twenty attendees a fee of €200 is applicable.
3. For **meetings** that are planned on a regular and frequent basis a fee of €100 is applicable. This fee covers these events for a period of one year.

Send appropriate fee by cheque. Cheque/Postal Order/Bank Draft must be made payable to The Psychological Society of Ireland. All cheques/postal orders/bank drafts must be denominated in Euros and sent to PSI, Floor 2, Grantham House, Grantham Street, Dublin 2. Credit card payments are also accepted. Please contact PSI at 01 4749160.